

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
ANNUAL MEMBERSHIP MEETING
THURSDAY, JANUARY 11TH, 2024 (6:15PM) via Zoom
In Person: Goleta Valley Library (500 N. Fairview Ave., Goleta)
<https://ucsb.zoom.us/j/95672538616>
 Meeting ID: 956 7253 8616; Passcode: 71139

Meeting Minutes (Subject to Membership Approval)

The meeting was held at the Goleta Valley Library. Colin Smith, Board President, called the meeting to order at 6:19pm.

Board Members present:

Colin Smith - President
 Christine Hall - Vice President
 Owen Roth - Treasurer
 Tamara Simmons - Secretary
 Joe Mora - Member-at-Large

Managers & Employees present:

Bob Bartlein of Bartlein
 James Nguyen of Bartlein
 Julia Grigorian, Scribe

Roll Call

Approximately 40 people were present at the meeting. Overall, 96 units were represented, either by proxy or attendance. A quorum was achieved (90 proxies/attendees required).

Absences: None

Proof of Notice:

All owners of record were sent a Notice of Meeting on 12/11/23.

Prior Meeting Minutes from Annual Meeting of 2023:

At an Owner's request, the minutes from last year were read. Bob read through the annual meeting minutes from last year. Colin moved a motion to approve these minutes. Owen seconded. This was unanimously approved.

Officer's Reports:

The Treasurer's Report for 2023 was read, with the following year-end totals:

Total Revenue: \$971,401.50
 Operating Expenses: \$563,610.91
 Res. Expenditures: \$294,921.57
 Total Funds Available: \$2,588,735.13

As of 12/31/23, the Association Reserve is 66.9% fully funded.

Owners sought clarification on the appropriate funding level for the Association Reserve. Bob Bartlein affirmed that the Association should aim for approximately 75% funding. Cathy Leyva, a unit owner, sought additional clarification, highlighting that the Association was over 100% funded in 2018 but is now projected to be at 55% for 2024. When asked what is the lowest it should ever go, Bob answered 50% funding would be the lowest. Ashley Brocco, another unit owner, inquired about the Association's ability to control factors to keep rates lower. Kimberly Ray asked if the deductible increase was related to a water-damage-related issue, while Owen questioned whether the Association's claims were higher than previous years, potentially explaining the significant increase.

Bob Barlein agreed with the recommendation by Owner Tami Jauchen that the HOA governing documents subrogation be reviewed to allow the HOA to seek reimbursement from an Owner's insurance. Craig Nicholson, a unit owner, reiterated the urgency of clarifying the CC&R's sooner rather than later to avert future



issues. Bob clarified that this Association experiences more claims than many other Associations managed by Bartlein.

Joe moved a motion to approve the Treasurer's Report as presented. Chris seconds. The Treasurer's Report was unanimously approved.

Board President:

Colin expressed gratitude to everyone for their active participation in recent elections spanning the past few years. He provided an overview of the newly designated roles of caretaker and scribe, filled by Jim Dewey and Julia Grigorian, respectively. The Board's initiatives included the recruitment of new janitors and a thorough review of the management contract. Colin also delved into a decade-long retrospective of association dues, highlighted various committees such as EV/Solar, gym, and website, and discussed improving the key card system. Furthermore, he outlines the ongoing CC&R draft process and mentioned there are preventative measures aimed at reducing insurance rates.

Report by Other Board Members:

Owen Roth: Presented updates on EV progress, perimeter lighting, and gym-related matters.

Chris Hall: Shared accomplishments, including the installation of new signs around the pool and speed limit indicators to promote community safety.

Joe Mora: Discussed landscaping efforts undertaken by Envirosaping, his company, incorporating organic elements like owl cages, bees, and mulch. He reported substantial improvements in addressing the homeless issue.

Tamara Simmons: Introduced an online submission form designed to streamline the processing of complaints within the community.

Nominations for the Board:

The 2-year term of three Board Members - Colin Smith, Tamara Simmons, and Owen Roth were up for re-election.

Nominations:

- Catherine (Cathy) Leyva received a nomination, which was seconded.
- Colin Smith received a nomination, which was seconded.
- Craig Nicholson received a nomination, which was seconded.
- Tamara Simmons received a nomination, which was seconded.
- Chris Brocco received a nomination, which was seconded.

Tamara moved a motion to close nominations. Joe seconded. This was unanimously approved.

Due to the numerous candidates, the community will have an election to fill the vacant spots on the board, thus requiring an Inspector of Elections. Colin moved a motion to have Tom Doty as Inspector of Elections. This was seconded. This was unanimously approved. Bob said that we had to set a date for the ballots to go out. The Board decided January 17th. Chris moved a motion to have a special meeting for this ballot on February 22nd. There was no second. The motion fails. Owen moved a motion to open the ballot on March 14th. Joe seconded. This passed unanimously.

Excess Funds Resolution:

Craig moved to approve the Excess Funds Resolution. This was seconded. This was unanimously approved.



Board Action Confirmation:

The membership thanked the Board for their dedication and hard work and contributions to the Association throughout 2023 and approved the decisions made on behalf of the Association this past year. Craig moves. Tami seconded. This was unanimously approved.

New Topics of Discussion:

Budgetary Matters: Craig Nicholson proposed the inclusion of specific issues, such as responsibility for utility lines and external enclosures, on the official agenda. Tamara reminded Craig that there is a special meeting for this scheduled for February 1st. Craig stressed that he would like those in attendance to be able to discuss what that meeting is about beforehand. During this, he highlighted a legal opinion received by the Board in early 2023, categorizing these issues as common use. Craig emphasized the importance of preserving the existing CC&R's as they have been for 35 years to prevent increasing reserve liabilities. Bob (of Bartlein Management) clarified a 2017 law indicating that unless CC&R's are explicit in their detailing, the Association is responsible for anything in the common area. Chris stressed the importance of seeking additional legal opinion(s); for instance, one to give consideration to such things as a) legal definitions in effect at the time the CC&Rs were approved, and b) the length of time the old CC&Rs were in effect. Owner Craig Nicholson stated that a Legal Opinion is an opinion and as such, does not carry the weight of law.

Craig also raised concerns about the Budget's approval, but Bob clarified that a community vote on the budget is unnecessary. Disagreement arose about the accuracy of the budget, with Bob providing clarification on the due increase, mainly attributed to insurance, landscaping, and reserve increases. Owen added that inflation contributed to an approximate 5% overall increase.

Gas Lines: Community discussions ensued regarding gas lines, particularly in light of the incident in building 7640. Various opinions on who should be responsible for paying for gas lines were shared. Bob, to conclude this conversation, reminded everyone that while 5% of the community can call a meeting, a Board-initiated amendment ballot requires at least 51% approval for passage.

Communication and Meetings: Cathy Levya mentioned she would like to go back to in-person meetings, stating she appreciated the quality of meetings when there in person. Cathay also requested that Board members maintain professional communication, citing that respectful, professional behavior during these meetings should be the expectation. The scribe also agreed with this suggestion. Owner Rhea Harris-Junge stated that she received no response to three reports sent using the online feedback form. Tamara suggested that Rhea discuss it with her outside the meeting.

Special Meetings and Petition: Discussion ensued about the February 1st special meeting. Joe moved a motion to approve the Elks Lodge location and associated fees for using this venue. This was seconded by Tamara and unanimously approved. Tamara requested simultaneous dissemination of both sides of the petition points to the community. James requested any information or written responses be sent to him by January 18th to allow him ample time to gather what he needs and mail out the info to homeowners.

Adjournment:

Chris moved a motion to adjourn the meeting. This was seconded. The meeting was adjourned at 8:20.



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, JANUARY 11TH, 2024 (6:15PM) via Zoom
In Person: Goleta Valley Library (500 N. Fairview Ave., Goleta)
<https://ucsb.zoom.us/j/95672538616>
 Meeting ID: 956 7253 8616; Passcode: 71139

Meeting Minutes

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 8:21pm

Board Members present:

Colin Smith - President
 Christine Hall - Vice President
 Owen Roth - Treasurer
 Tamara Simmons - Secretary
 Joe Mora - Member-at-Large

Managers & Employees present:

Bob Bartlein of Bartlein
 James Nguyen of Bartlein
 Julia Grigorian, Scribe

Homeowners present:

Craig Nicholson #247
 Catherine Levya #369
 Tami Jauchen #264
 Mary McFarland #354

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Board to consider the request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

None to report.

3. APPROVAL OF PRIOR MEETING MINUTES (12/14/23)

a. Regular Session (12/14/23)

Tamara moved a motion to approve these minutes. Joe seconded. This was unanimously approved.

b. Executive Session Summary (12/24/23) - fine recommended & ratification

Colin moved a motion to approve these minutes. Tamara seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEE REPORTS

a. Reading of the Treasurer's Report.

Operating Expenses are about **2.9+%** above budget thru end of last month on a cash basis.

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

Owen moved a motion to dispense reading the Treasury report as it was read during the annual meeting. Joe seconded. This was unanimously approved.



b. Landscape recommendations & proposals.

A proposal from Action Tree was discussed: Phase I: pruning 17 Red Gum trees along 7620-7624 for \$4,200. Phase II: Trim approximately 25 pines behind 7602-7606, remove selective pine trees: \$6,300; Top two large Eucalyptus trees: \$4,900. Colin initiated a motion to approve the proposals, presented by Action Tree. This was seconded by Tamara. Owen sought clarification on the pricing details before the Board unanimously approved the motion.

c. Committees (EV, Architectural, Events, etc.)

Discussion tabled. :

d. Caretaker or pool report.

Discussion tabled.

e. Vendor evaluations

Motions of Merit: None

Motions of Demerit: None

f. Officer's Reports

None to report.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

a. Leak from #364 into #264 and #131 - claim filed; received insurance check; disbursement

Tami requested a delay in disbursing the check until a mold study is conducted to ensure the safety of everyone affected. Tami further requested that the Board inspect unit #364 to verify the completion of repairs. Owen proposed a motion to conduct a board inspection of #364 and assess its mold study. James clarified that the Association has the authority to disburse the funds. Colin then amended the motion to disburse all insurance payments to units #264 and #131, while withholding the disbursement for #364. The amended motion received unanimous approval.

b. Owner's responsibility & 2024 Budget; petition, special meeting planned 2/1/24 (6PM) location TBD

Discussion occurred during the Annual Meeting that took place right before this meeting.

c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);

Discussion tabled.

d. Updating the gov docs; 2nd draft of bylaws & CC&Rs

Discussion tabled.

e. Gas lines review & Gas lines for 7638 (Beachside \$29,516)

Discussion tabled.

f. Repairs & bids: DG Paths; V-Ditch; Sidewalk; (if any)

Discussion tabled.

g. Consolidated Overhead: Upgrades to gates, gym & pool access control

Discussion tabled.

h. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating

Discussion tabled.

i. Signs: Address, pathways, directional, speed limit, no trespassing, pool area

Discussion tabled.



- j. EV charging station
Discussion tabled.
- k. Inspection of elevated walkways & balconies – by Focused Group 8/7/23 – 8/15/23
Discussion tabled.
- l. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.
- m. Utility closets at 7628 #117
Discussion tabled.
- n. Fire safety - quote for radios / walkie-talkie
Discussion tabled.
- o. Bike rack by 7628
Discussion tabled.
- p. Parking lot lights
Discussion tabled.
- q. Trees & Union Pacific Railroad
Discussion tabled.

6. **NEW BUSINESS (Board to consider, review and possibly vote on...)**

- a. 7636 & 7602 gas lines
Chris moved a motion to ratify the work replacement at 7602 and 7636 and to authorize Joe to excavate both of those locations. Colin seconded the motion, and it received unanimous approval with Joe abstaining.
- b. Statement of Information
The Board recognized they received this Statement of Information regarding Bartlein and Company.
- c. Other items to be put on next month's agenda
Discussion tabled.

7. **EXECUTIVE SESSION**

Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member. Hiring; levying fine; noise issue.

- a. Late payers through end of last month (balances of \$500 or more)
- b. Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT (Next scheduled meeting 2/8/24 @ 6:00PM via Zoom)**

- a. Meeting adjourned at 8:52pm.

For questions contact:
Bartlein & Company, Inc., (805) 569-1121 Fax (805) 682-4341
 Email: jamesn@bartlein.com
 3944 State Street, Suite 200, Santa Barbara, CA 93105



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION

INFORMATIONAL MEETING

THURSDAY, FEBRUARY 1ST, 2024 (6:00PM) via Zoom

In Person: Santa Barbara Elks Lodge #613

<https://ucsb.zoom.us/j/95672538616>

Meeting ID: 956 7253 8616; Passcode: 71139

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:06pm

Board Members present:

Colin Smith - President
Christine Hall - Vice President
Owen Roth - Treasurer
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

Managers & Employees present:

Bob Bartlein of Bartlein
James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

28 owners were in attendance with approximately 10 more on zoom.

2. Discussion of the following items which began at the January 18, 2024 Annual Meeting:

a. Responsibilities of Owners vs. Association

Cathy Leyva ,#369, representing the Grove Neighbor to Neighbor Team, addressed the assembly. In addition to distributing a question and answer document to the meeting, Cathy expressed concerns regarding modifications to the CC&Rs pertaining to owner responsibilities. She emphasized the necessity for an opportunity to vote on any proposed amendments to the CC&Rs and she underscored the importance of transparency in the decision-making process. It was brought to our attention by Tami Jauchen, #264, that other owners were unaware of or not involved in the creation of the question and answer document mentioned by Cathy. This prompted inquiries and a desire for clarification from fellow owners. Tami asked about the size of the group and Cathy said the group has 23 members. Tami asked if any were at the meeting, approximately ten people responded they were members.

An owner sought clarification regarding the CC&R issue concerning the distinction between individual owner responsibility and shared responsibility. The owner expressed a desire to understand how this responsibility allocation functioned in the past. In response, Bob explained that in 2017, California enacted new legislation specifying that, unless CC&Rs are explicitly detailed, the association is responsible for maintenance within common areas. Conversely, owners are responsible for addressing issues within their respective units. Currently, the Grove's CC&Rs lack explicit clarification and only contain implicit references on this matter.

Regarding the gas line discussion: an owner inquired about any gas leaks identified by SDG&E since Colin mentioned ongoing checks. Colin responded, indicating that SDG&E conducts semi-annual inspections and had checked one-third of the complex during the latest examination. Specifically, at unit 7638, where a detector probe was employed, no gas leaks were detected, eliminating the need for excavation. The owner questioned whether the gas lines were interconnected, emphasizing that the association should be responsible for the maintenance of gas lines requiring attention. However, the owner noted that closet doors should fall under individual owner responsibility. Colin clarified the installation of gas lines, explaining that they are buried underground, extending from the meter closets into crawl spaces. He identified problematic areas where the lines transition between underground and



above ground. In addition, he referenced minutes from the 90s, revealing historical issues with gas lines constructed from improper materials, contributing to ongoing concerns

Board member Joe Mora shared insights from his ownership of Enviroscaping, discussing the expense of individually digging up gas lines, which amounts to \$3,000 per line. He recommended addressing all gas lines simultaneously to incur a one-time fee of \$3,000. Additionally, Joe noted a fairness concern regarding the number of patio doors, mentioning that while he has three, some owners do not have any, raising questions of equity.

An owner likened the current practice of individual owners repairing gas lines to the "wild west" and expressed strong support for designating gas lines as the association's responsibility. The owner also highlighted the protective role of patio doors for the entire building, regardless of individual ownership. While acknowledging that patio doors may not be a major concern, the owner advocated for oversight on the types of patio doors permitted.

Board member Chris Hall remarked that there is likely a consensus against individual owners repairing gas lines. The pivotal question, as posed by Chris, is whether the board should proactively monitor and schedule replacements or wait until issues arise, subsequently billing the owners for the necessary repairs. Bob Bartlein emphasized that such a shift in approach would necessitate an amendment to the CC&Rs.

An owner concurred with the idea of replacing all gas lines in a building simultaneously at scheduled intervals. Additionally, this owner asserted that utility doors should be the responsibility of individual unit owners, not the association, and recommended moving forward with an amendment to the CC&Rs to reflect this perspective.

An owner inquired about the scope of repairs to gas lines, seeking clarification on whether it encompasses both the external and internal components within the building. Bob Bartlein assured that the internal parts are likely to have a longer lifespan. The owner then sought further clarification on water lines, with Bob explaining the distinction between water lines and drain lines. Drain lines, servicing multiple units, fall under the association's responsibility, while the water line leading to a sink is the owner's responsibility. Reflecting on two decades of residency, the owner highlighted inconsistent decisions regarding patio regulations over the years. Consequently, the owner asserted that responsibility for patio doors should lie with the individual owners. Additionally, the owner shared a past experience involving rats in the walls between units, expressing confusion as the association deemed it her responsibility.

An owner inquired about whether there has been a survey or inspection specifically focused on patio doors, expressing concern about the heightened exposure on the third floor compared to the first floor. The owner sought clarification on whether the board is strategically allocating budget for the doors or if it's more of a general assessment. Bob clarified that the approach was more of a broad-sweep projection rather than a targeted strategic allocation.

Bob discussed the importance of having an HO6 policy for individual condominium unit owners, providing protection against various liabilities. In response to a unit owner's inquiry about the scenario of an explosion from a gas line, Bob explained that, under the current policy, the owner would be responsible for the initial \$10,000 deductible. Subsequently, the association's insurance would come into play, covering damages outside the unit but excluding upgrades. Seeking further clarification, the same owner asked about a situation where an incident occurs outside the building but affects the inside of her unit. Bob clarified that the association would cover damages outside, while the owner would be responsible for any damages within the unit. Another owner inquired about the existence of a code clause, and Craig Nicholson confirmed its presence. This clause implies that insurance would reference the building's original plans in the event of a claim, covering both the initial construction and subsequent code changes. However, there may be limitations to the coverage.



b. Possibly amending the CC&Rs to clarify responsibilities

Cathy conveyed disappointment regarding a change in the law in 2017 that resulted in increases to dues, expressing regret that the complex was not adequately notified of such changes. She emphasized the importance of transparency in such matters, particularly for individuals on fixed incomes who are directly affected by these adjustments.

Board member Owen Roth emphasized the need to revisit the annual meeting discussion regarding amending the CC&Rs for greater specificity. The proposed clarification is to designate gas lines as the association's responsibility while deeming closet doors as the owners' responsibility.

Regarding the amendment of the CCRs, Bob proposed the distribution of a semi-binding ballot containing specific line items, such as whether the association membership desires certain actions or expenditures. For example, questions could include, "Does the association membership want the association to do x? Yes or no? Does the association membership want the association to do y? Yes or no? Does the membership want the association to pay for patio doors? Yes or no?"

Board member Chris sought clarity on the content of the ballot, expressing the desire for it to encompass a comprehensive range of concerns the maintenance plan as described in the document written by James Nguyen in 2012, not limited solely to patio doors. Another member suggested incorporating a proposition ballot with limited space for individuals to express their opinion for or against the proposed options. Bob suggested that proponents of specific positions be responsible for drafting corresponding ballot points. Once advocacy is submitted, opinions will be sorted into similar categories to refine the language, with a deadline for submission by the end of February. A master list will then be distributed to all members for an informally binding vote as to what an Amendment might say.

Craig emphasized a clarification, noting that the legal opinion does not entail changing the CCRs but rather reinterpreting them. This reinterpretation involves determining whether fixtures in common areas, exclusively used by an individual, become the association's responsibility. The key question is whether owners prefer the association to be responsible for these items or if it should remain the individual owner's responsibility.

Craig wished to address the potential liability associated with these decisions, highlighting that certain items covered by CCR amendments could cause damages not necessarily covered by the amendments. According to the interpretation (which is essentially an opinion), the association would now be responsible for the leaks, damages, and repairs, leading to these claims being directed to the HOA insurance. Tami countered by stating that this may not be entirely accurate, as water damage claims currently also go to the association's insurance.

c. Budget

Cathy further called for a thorough review and revision of the 2024 budget, citing confusion surrounding a withdrawal of \$1.5 million dollars from the reserves. She requested a detailed explanation for the budgetary discrepancies, seeking clarity on the matter. Tami also expressed curiosity regarding the absence of supporting details for the \$1.6 million in insurance liabilities mentioned in the Grove Neighbor to Neighbor handout. Cathy provided clarification, explaining that this amount is derived from the gas line incident at 7640, although she acknowledged that the calculation may not be entirely precise.

An owner wanted to share that he disagreed with both the 2023 and 2024 increase in dues.

Another unit owner suggested that the Board consider postponing expenditures on "for fun/nice to



have" amenities such as EV charging stations and the gym in favor of allocating funds towards safety features for the complex. In response, Tamara highlighted the potential profitability of installing EV charging stations, explaining that the \$30,000 investment would result in \$45,000 in incentives, ultimately generating a profit for the complex. Another member reiterated the importance of the Board prioritizing safety concerns, specifically referencing the critical need for attention to gas lines.

Craig Nicholson addressed Colin's mention of the \$4.50 per month per individual for gas lines amortized over 40 years. He explained that every \$10,000 in unbudgeted expenses equates to about \$5 per month in dues since there is no current reserve budgeted for such unforeseen costs. Bob confirmed the absence of a reserve for this purpose at present but emphasized the potential savings for the complex over the long term if a reserve is established. James added that there is a line item for structural plumbing, and historically, the gas lines have fallen under that category.

Another owner expressed the opinion that the recent increase in dues reflects the widespread inflation since COVID, asserting that maintaining stagnant dues for the previous decade was irresponsible.

3. ADJOURNMENT (Next scheduled meeting 2/8/24 @ 6:00 PM via Zoom)

- a. Meeting adjourned at 7:55 pm.

For questions contact:
Bartlein & Company, Inc., (805) 569-1121 Fax (805) 682-4341
Email: jamesn@bartlein.com
3944 State Street, Suite 200, Santa Barbara, CA 93105



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

THURSDAY, FEBRUARY 8TH, 2024 (6:00PM) via Zoom

<https://ucsb.zoom.us/j/95672538616>

Meeting ID: 956 7253 8616; Passcode: 71139

Meeting Minutes (Subject to Board Approval)

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:01pm

Board Members present:

Colin Smith - President
Christine Hall - Vice President
Owen Roth - Treasurer
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

Managers & Employees present:

James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Craig Nicholson #247
Catherine Levya #369
Jim Parsons #302
Kimberly Ray #135
Tami Jauchen #264
Mary McFarland #354
Naomi Bruemmer #270
Kathie Taylor #271
Terry McNulty #270
Howard Lange #348
Tricia Mautone #103
Bill Rauch #351

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Board to consider the request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Leyva #369: During the meeting, the unit owner raised several concerns. Firstly, they questioned the allocation of funds in the 2023 budget, specifically regarding a line item for the Association hired scribe, pool, and maintenance caretakers through Select Staffing. The owner noted discrepancies in the Miscellaneous category, emphasizing a significant increase in 2023 expenses and proposing the reclassification of scribe and caretaker costs under a designated budget line. Secondly, the owner inquired about the absence of 'Late Fees' in the budget. Thirdly, they suggested transitioning back to in-person board meetings, with homeowners having the option to attend in person or via Zoom, requesting the use of a Grove Zoom account through Bartlein. Lastly, as a former board member, the owner contested statements in a recent letter from Colin, current Board president, challenging the accuracy of claims about past board members neglecting budgetary issues. The owner highlighted the history of responsible financial management and maintenance efforts by previous boards, refuting accusations of negligence.

Jim Parsons #302: expressed concern during the meeting as a resident for the past five years. His primary concern revolved around the safety criteria employed for the trees, particularly in light of the recent incident at 7626 and a tree falling last year as well. Owner highlighted the presence of a large tree near his unit, speaking to his concern. In response, Joe clarified that trees are typically removed either upon owner request or when external events beyond anyone's control lead to their falling. The discussion delved into the balance act between maintaining the Eucalyptus Grove as desired by some residents and ensuring a



safe environment for everyone. Board members acknowledged the ongoing dialogue and emphasized Action Tree's role in recommending safety-focused tree trimming practices, which the HOA follows.

Kimberly Ray #135: expressed ongoing concerns about erosion occurring on both sides of the gully. Despite previously sharing pictures with Bartlein, no action has been taken. Owner reiterated the need for attention to this issue and sought assurances regarding the stability of the hill. Additionally, she asked for the dry wood on the other side of the creek to be cleaned up; Joe stated he works to maintain this. Questions arose about the condition of certain plants, which Kimberly confirmed as dead, though Tamara believes otherwise. Owner also inquired about calling pest control. Joe noted that his employees placed ant traps the very same day. Lastly, the owner expressed a desire to replace her front door and sought recommendations for suitable replacements. She was informed on where to find the information on the website.

Craig Nicholson: raised concerns during the meeting, emphasizing that agenda items from previous meetings remain unresolved. He pointed out that the board has yet to vote on the proposed change in responsibilities, specifically regarding shared or owner-specific responsibilities. Owner insisted that any collective actions on behalf of owners should be billed to individual owner units to avoid un-budgeted costs leading to additional special assessments. He highlighted the lack of an official vote, asserting that the board should refrain from making budgetary decisions on matters such as water lines, patio doors, water heaters, and utility outlets without proper authorization. Craig deemed the 2024 budget, special assessment, and reserve borrowing in 2023 legally invalid, citing procedural lapses. He emphasized the need for written board approval for transfers from reserves exceeding \$10,000 and proper intent to borrow before transfers occur, which he claimed did not happen in 2023. Craig questioned the legitimacy of borrowing from reserves, arguing that there was no actual need for it in 2023. He explained that insurance premiums exceed budgeted amounts by 22%, while other budgeted items were 20% below projections. Craig asserted that approximately \$100,000 in income could offset recent storm-related costs (the tree falling on 7626). Additionally, he contested the characterization of interest funds being regulated under reserves, challenging the assertion that the Davis-Stirling Act governs the handling of interest funds, as per the legal opinion.

Tamara, representing another unit (Danny #256), reported that the owner is facing an issue with rain water pouring onto their patio. The owner is seeking a solution to address this concern.

Naomi Bruemmer #270: expressed gratitude to the board for addressing the gas line issues in 7640. She raised concerns about clogged drains, requesting Joe to inspect the situation. Joe informed Naomi that his crew cleaned out the drains already. Naomi asked for Joe to consider the possibility of adding rocks to the trench to prevent further water flow.

Kathie Taylor #271: echoed Naomi's drain issue. Joe confirmed that he flushed out the drains to address the problem.

Tricia Mautone #103: is present for her request for gas lines reimbursement. Discussed in item 6a.

Howard Lange #348: provided insights on the tree incident at 7626, emphasizing the challenging insurance landscape in California. He noted that insurance companies have been facing financial losses, resulting in non-renewals and increased rates. Howard stressed the potential consequences for the HOA if a claim is made, highlighting the likelihood of a significant premium hike or non-renewal. He recommended reaching out to the broker handling the account for unofficial advice on the company's approach to claims and urged the board to base decisions on this information while considering the potential costs involved.

Tami Jauchen #264: is present for agenda item 5a. She mentioned sending an email to address the recovery of the deductible to owner Trowbridge #364.

Bill Rauch #351: provided information about his corner unit at 7640, measuring the distance from walls to



sidewalk with a 70-degree slope of 12 feet. He highlighted the presence of a wood retaining wall south of the sidewalk.

3. APPROVAL OF PRIOR MEETING MINUTES (01/11/24)

- a. Regular Session (01/11/24)
Tamara moved a motion to approve the regularly scheduled board meeting minutes. Colin seconded. This was unanimously approved.
- b. Executive Session Summary (01/11/24) (Fine recommendation & Ratification)
Tamara moved a motion to approve the executive session board meeting minutes. Colin seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEE REPORTS

- a. Reading of the Treasurer's Report.
Operating Expenses are about **3.3+%** below budget thru end of last month on a cash basis.
Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

James presented the treasurer's report. He specifically addressed the miscellaneous expenses brought up by Cathy, highlighting the significant number of meeting notices, including postage and flyers, incurred that month. Questions arose regarding the placement of the scribe's paycheck under the miscellaneous category. James clarified that the board has the flexibility to amend the budget, either increasing line items or removing special assessments, as long as 30 days' notice is given to the membership. Colin moved a motion to approve the treasury report as presented, which was seconded by Joe and unanimously approved.

- b. Landscape recommendations & proposals.
Discussion tabled.
- c. Committees (EV, Architectural, Events, etc.)
Discussion tabled.
- d. Caretaker or pool report.
Discussion tabled.
- e. Vendor evaluations
Motions of Merit: None
Motions of Demerit: None
- f. Officer's Reports
None to report.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. Leak from #364 into #264 and #131- ins funds disbursed to #264 & #131; w/hold #364; see #364 email



Tami addressed the issue of receiving a disbursement check with a \$10,000 deductible subtracted, asserting that Mr. Trowbridge is responsible for this amount according to the CC&Rs, which clearly state that the at-fault owner bears the deductible. Tami emphasized the urgency of resolving this matter as 78% of the deductible pertains to her unit, crucial for necessary repairs. She requested James to check in with Mr. Trowbridge or his insurance to pursue the deductible reimbursement, expressing dissatisfaction with the current resolution. James, while stating he typically doesn't handle individual insurances, agreed to look into it the following week. Tami highlighted her extended absence from her unit (over six months) and her desire to return, underscoring the need for swift resolution. Craig suggested assessing Unit 364 for the HOA deductible since he was at fault, a matter Colin indicated would be discussed in executive session.

In a related development, Trowbridge emailed today, denying responsibility for the mold in Tami's unit. Tami countered, citing Trowbridge's delayed repairs and inadequate measures, leading to a wet concrete floor. She questioned Trowbridge's claim that the leak originated from the angle stop, contending that the tub overflowed. Tamara raised concerns about forcing Trowbridge to conduct a mold test for safety reasons. James suggested involving an attorney, and Colin asserted the association's right to inspect units with prior notice, proposing further discussion in executive session.

- b. Info meeting on 2/1/24; Craig Nicholson's letter from 2/1/24; Amending CC&Rs; write ups due 2/29/24? Craig requested that his letter be emailed to the membership, requiring a motion from the board to proceed. Chris initiated a motion to mail Craig's letter to the membership, seconded by Joe. Chris specified that this action serves as a rebuttal to Colin's letter, which contained negative remarks directed at Craig. The votes resulted in Tamara and Colin opposing, while Chris and Joe were in favor. As a result, the motion failed to pass. (Owen exited the meeting at 8:00 pm and therefore was not present to vote.)
- c. Election of Board & counting of secret ballots - 3/14/24 by Tom Doty, Inspector of Elections
Discussion tabled.
- d. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
Discussion tabled.
- e. Updating the gov docs; 2nd draft of bylaws & CC&Rs
Discussion tabled.
- f. Gas lines projects - installing plastic tags on each line; see Beachside's bid
Discussion tabled.
- g. Repairs & bids: DG Paths; V-Ditch; Sidewalk; (if any)
Discussion tabled.
- h. Consolidated Overhead: Upgrades to gates, gym & pool access control
Discussion tabled.
- i. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating
Discussion tabled.
- j. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.
- k. EV charging station
Discussion tabled.
- l. Inspection of elevated walkways & balconies – by Focused Group 8/7/23 – 8/15/23
Discussion tabled.



- m. Pedestrian pathway improvements mailbox kiosk across from 7632

Discussion tabled.

- n. Utility closets at 7628 #117

Discussion tabled.

- o. Fire safety - quote for radios / walkie-talkie

Discussion tabled.

- p. Bike rack by 7628

Discussion tabled.

- q. Parking lot lights

Discussion tabled.

- r. Trees & Union Pacific Railroad

Annually, the association engages in tree fertilization and insecticide injection. Chris proposed a motion to approve these proposals, with Joe seconding. The board clarified that Santa Barbara Pest handles these services, not Enviroscaping. The motion was unanimously approved.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. 7626 Tree

Colin moved a motion to add this to the agenda item. Joe seconded. This was unanimously approved.

The Fire Department red-tagged several units in building 7626, leading to Action Tree's efforts to address the hazardous situation. James has been providing daily updates to the affected building owners. A structural engineer, scheduled for a return visit on Friday 2/9, will assess the damage along with an insurance adjuster and James. The engineer recommended vacating seven units as a precaution due to potential further tree sinking. Action Tree has been working to carefully remove branches and provide temporary support with a brace. However, challenging weather conditions have hindered their efforts. The structural engineer will guide the removal of drywall to assess the building's structural integrity.

James emphasized the uncertainty of California insurance and suggested reconsidering the claim. Tamara expressed uncertainty about the cost, with James acknowledging the lack of clarity. Owen emphasized the necessity of continuing with the insurance claim as that is what insurance is for - a catastrophic event such as this.

Concerns were raised about the possibility of rebuilding the entire building, pending the insurance adjuster's evaluation. James noted the insurance adjuster might not provide a cost estimate immediately and clarified the coverage for certain aspects like cabinetry and countertops (no upgrades would be covered).

Tamara proposed putting the claim on hold until more information is available. Joe initiated a motion to explore the possibility of putting the claim on hold. Tamara seconded. Chris amended the motion to specify a time frame of two to three weeks. The motion was unanimously approved.

For broader discussion, Tamara proposed an emergency meeting on Friday, 2/9, to be held after the walkthrough. Colin moved a motion for Beachside to be the general contractor. Joe seconded. Concerns were raised about the lack of alternative bids and the need for a second quote. Tamara moved a motion to get at least a second bid. Colin seconded. The motion passed Tamara, Owen, and Colin in favor and Chris and Joe opposing.

To expedite the process, Tamara amended the previous motion to proceed with Beachside if another



contractor could not be present for the walkthrough on 2/9. The amendment was unanimously approved.

Regarding the removal of drywall, Colin moved a motion to allow Beachside to follow the structural engineer's instructions. Joe seconded. The motion was unanimously approved.

Concerns were raised about the belongings of the owners who were displaced because of this. Colin moved a motion to allow affected units to have a storage pod in designated parking spaces or long-term parking. The motion was unanimously approved.

James inquired about the placement of a dumpster during the repairs and re-building of 7626. Tamara moved a motion to approve the placement of a dumpster in the designated post south of 7624 by the pool. This was second by Colin. This was unanimously approved.

Owen brought up the issue of tree hazards, suggesting that if substantial funds are spent on pruning, it may be prudent to consider tree removal instead. He recommended examining all trees for shallow roots and making decisions accordingly. Colin concurred, emphasizing the need to assess trees on the hills specifically. Chris expressed agreement with Owen's viewpoint.

The board discussed facilities for construction workers, debating between Beachside bringing their own porta potty or granting key card access to the pool bathroom. Eventually, it was decided that a porta-potty would be arranged.

b. #103 request for reimbursement for gas line

Tamara moved a motion to reimburse Unit #103 for the gas line. Colin seconded. Chris recommended postponing the decision until the responsibility for the gas lines, whether individual or association, is clarified, especially in light of the recent special meeting on February 1st. Colin provided a summary of the February 1st meeting, and concerns were raised about establishing a precedent without a clear understanding of responsibility. The motion was unanimously approved, with Owen having left the meeting prior to this decision.

c. Replacement of stair treads & brackets
Discussion tabled.

d. Parking policy - overnight in vehicle
Discussion tabled.

e. Other items to be put on next month's agenda
Discussion tabled.

7. EXECUTIVE SESSION

Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member. Hiring; levying fine; noise issue.

- a. Late payers through end of last month (balances of \$500 or more)
- b. Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Next scheduled meeting 3/14/24 @ 6:00 PM via Zoom)

- a. Meeting adjourned at 8:49pm.

For questions contact:
Bartlein & Company, Inc., (805) 569-1121 Fax (805) 682-4341
Email: jamesn@bartlein.com
3944 State Street, Suite 200, Santa Barbara, CA 93105



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
THURSDAY, MARCH 14, 2024 (6PM) Via Zoom
(Subject to Board's Approval)

Board members present: Colin Smith, Tamara Simmons, Joe Mora & Christine Hall

Absent: Owen Roth (Submitted his resignation)

Homeowners present: Kathleen Taylor, Cathy Leyva, Craig Nicholson, Annette Winter, Teresa Stiff, Tamara Jauchen, Bill Rauch, Lois Cunningham, Margaret Granger.

Management present: James Nguyen, Bob Bartlein & Javier Magana, Scribe.

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM - (6:01PM)

Opening & Counting of ballots if sufficient ballots have been received or extend deadline; Tom Doty, Inspector of Elections.

Per James, 85 ballots received – quorum not achieved. Colin moves to extend voting deadline to April 18, 2024. Joe seconds. Chris voted no. Motion passes 3-1.

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

- Cathy Leyva (#369) – commented on the projected loan from the reserve. She asked Joe Mora if she could walk with him by bldg. 7640 regarding drainage/landscape issues. She would like for the Board to meet in person & expressed dissatisfaction with the Board's decision not to let Craig Nicholson send out a letter to the membership in response to Colin's January 29th letter.
- Craig Nicholson (#247) – Made a comment about items he requested be on the agenda and that he should be allowed to participate when those items come up for discussion. Bob explained that after the open forum, only the Board may speak on agenda items unless they invite someone else to speak.
- Tamara Jauchen (#264) – Asked who is checking the Grove HOA email. Tamara will look into it.
- Bill Rauch (#364) – commented that there is a large tree that will be removed and that signs should be posted to notify residents of the upcoming work. He also brought up a couple of other items to be discussed later in the meeting.
- Annette Winter (#260) – Asked how long it takes to get maintenance work done. She was having some windows replaced and there was visible rot around the frame. James mentioned that Beachside has been notified and the weather has not been cooperating.

3. APPROVAL OF PRIOR MEETING MINUTES (2/8/24)

- a. Regular Session – Joe moves to approve. Colin seconds. Unanimous.
- b. Executive Session Summary (fine recommended & ratification) – Colin moves to approve. Joe seconds. Unanimous.
- c. Colin moves to approve the 2/9/24 emergency meeting minutes. Joe seconds. Unanimous.

4. TREASURER, OFFICERS & COMMITTEES

- a. Reading of the Treasurer's Report.

Operating Expenses are about 6.8+% below budget thru end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an

amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

- Colin Moves to accept the treasurer's report as presented along with above paragraph by Bob Bartlein. Tamara seconds. Unanimous.
- b. Landscape recommendations & proposals – tree work; - Joe Mora provided report on ongoing tree maintenance around the development. Tamara moves to hire Action Tree to give report on some trees; Joe will show the trees to the vendor. Chris seconds. Unanimous.
- c. Committees (EV, Architectural, Website, Solar, Events, etc.) – see Item 5, subheading “j” for “EV charging stations” – no other updates from the other committees.
- d. Caretaker or pool report – James reported that Jim Dewey smelled possible a possible gas leak at Bldg. 7610. Colin moves to ask contact SoCal Gas to do an inspection . Tamara seconds. Chris Hall abstains. Motion passes 3-1.
Maintenance tracking system by Jim Dewey – Tamara moves to approve putting the maintenance tracking system in the website provided that two Board members check it to make sure it works. Joe seconds. Unanimous.
- e. Vendor evaluations – Tamara moves to accept presentation from Bill Rauch. Colin seconds. Unanimous.
 - Bill Rauch gave presentation on the way that gas shut off valves are being installed when gas lines are being replaced. Per Bill, the gas valves into the buildings are too close to each other. He recommends using other plumbing companies for a job like this. It was clarified that Beachside was the general contractor that hired 101 Plumbing for the installation of the gas lines.
 - Chris Hall moves to get an opinion from an engineer on erosion near unit #135 hillside. Unanimous.

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

- a. 7626 rebuild from fallen tree & insurance claim – Proposal received from Beachside to rebuild the damaged units. However, the proposal will need to be revised because it included restoring upgraded flooring in some of the units, which the insurance will not cover. Tamara moves to accept the updated proposals once they are received. Colin seconds. Unanimous.
- b. Leak from #364 into #264 & #131 - insurance funds disbursed to #264 & #131; w/hold #364; exec discussion – Colin moved to allow comment from Tamara Jauchen Joe seconds. colin moves to authorize disbursement of the depreciation amount once it is received. Joe seconds. Unanimous. Tamara also asked if Unit #364 has paid the \$10,000.00 deductible. To be discussed under executive session.
- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
 - James to meet with Joe Mora about seeing if a gutter can be installed below the stair treads by Unit #256 to divert rain.
 - Colin moves to accept comment from Bill Rauch. Tamara seconds. Unanimous. Bill commented that an email was forwarded to James about the need for a gutter to divert water by unit #256.
- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs; owners' write ups sent – Proposed ballot regarding maintenance items sent to Board. Tamara moves to circulate the draft of the proposed ballot to all owners & wait for owners to provide comments (deadline for comment will be 4/15/24); comments will then be compiled and sent out to all owners before the formal ballot is sent out. Joe seconds. Unanimous.
- e. Gas lines projects – installing plastic tags on each line; see Beachside's bid – Colin will meet with Jim Dewey regarding this project.
- f. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any) – Bldg. 7626 – Proposal from Enviroscaping to replace 2 sections of walkway damaged during the removal of the fallen eucalyptus tree - \$3,200.00. Colin moves to accept it. Tamara seconds. Joe abstains. Motion passes 3-0.
- g. Consolidated Overhead upgrades to gates, gym & pool access control - Tabled
- h. Pool facilities & sauna; other related issues; handicap seating – Per Colin, the plexiglass was broken at the pool gate again. James to contact Beachside regarding installing metal mesh (like the front gate) or thicker plexi glass at the pool gate.
- i. Signs: Address, pathways, directional, speed limit, no trespassing, pool area – Tamara and Colin will buy some signage. Colin moves to install a “5 Miles Per hour” sign by mailbox kiosk 1. Joe seconds. Unanimous.

- j. EV charging stations – Per Tamara, areas have been marked for digging. However, SCE has yet to approve the marked areas where digging needs to be done to facilitate the installation of the EV charging stations.
- k. Inspection of elevated walkways & balconies – by Focused Group - Tabled
- l. Pedestrian pathway improvements mailbox kiosk across from 7632 – Tabled

- m. Utility closets at 7628 #117 – Per James, the homeowner wanted to wait until decision is made on who is responsible for the replacement of the utility doors. James was instructed by the Board to order the work & have the utility closet doors replaced regardless of whether the Association or owner are ultimately financially responsible.
- n. Fire safety – quote for radios / walkie-talkie; Air table - Tabled
- o. Bike rack by 7628 – Tabled
- p. Trees & Union Pacific Railroad by 7610 – reimbursement received from UPR for the emergency removal of large leaning eucalyptus trees on the railroad side of the tracks. – Chris moves to hire Enviroscaping to clean up the tree debris along the chainlink fence shared with Union Pacific. Colin seconds. Unanimous. Joe Abstains. Motion passes 3-0.

6. **NEW BUSINESS (Board to consider, review and possibly vote on...)**

- a. Legality of 2023 borrowed reserves and 2024 special assessment ([Civil Code 5380](#), [Civil Code 5510](#), and [Civil Code 5515](#) – Colin moves to allow comment from Craig Nicholson. Tamara seconds. Craig commented that borrowings from the reserves need to be disclosed in the Board agenda. Bob noted that at the November 2023 budget meeting it was disclosed that the Association may have to borrow about \$30,000.00 from the reserve to meet operating expenses. CPA reported that \$28,407.00 were actually borrowed. Chris moves to add “Review of budget” to next month’s agenda. Joe seconds. Unanimous.
- b. Allocation of reserve interest and taxes ([Civil Code 5510](#), Adams-Stirling opinion on [reserve interest & taxes](#)). – See item 6, Subheading “a” above.
- c. Equal Access allowed and required by law ([Civil Code 5105](#)). - Tabled
- d. Replacement of stair treads & brackets - Tabled
- e. Parking policy – overnight in vehicle - Tabled
- f. Hosting zoom meetings - Tabled
- g. Board instructions - Tabled
- h. Other items to be put on next month’s agenda - add hiring engineer for hillside near unit #135.

7. **EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner’s request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine;

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT (Scheduled meeting 4/18/24 @ 6PM via Zoom)**

3/20/24

The regular meeting recessed to executive session at 7:49PM

The regular meeting adjourned at 8:48PM

Submitted by Javier Magana, Scribe.

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, APRIL 18, 2024 (6PM) Via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:03pm

**Board Members present
(membership changed during
this meeting; this role is from
the start of the meeting):**

Colin Smith - President
Christine Hall - Vice President
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

**Managers & Employees
present:**

James Nguyen of Bartlein
Bob Bartlein of Bartlein
Julia Ambat, Scribe

Homeowners present:

Craig Nicholson #247
Catherine Levya #369
Kathleen Taylor #271
Annette Winter #260
Bill Rauch #351
Tami Jauchen #264

**Opening & Counting of ballots received by Tom Doty, Inspector of Elections
Receipt & Acceptance of Owen's resignation; Appoint Treasurer**

Tom Doty reported the following vote tally: Craig received 89 votes, Tamara received 59 votes, and Colin received 69 votes, with a total of 99 ballots cast.

Joe proposed a motion to accept the ballots as read, which was seconded by Chris and unanimously approved.

Election of Officers

President: Joe nominated Craig for the position, seconded by Chris. Tamara then nominated Colin for president, with Colin seconding the nomination. The votes were as follows: Craig, Joe and Chris voted for Craig. Tamara and Colin voted for Colin. Therefore, Craig was elected as president.

Treasurer: Joe moved to nominate Chris as treasurer, with Craig seconding the motion. This nomination was unanimously approved.

Vice President: Chris moved to nominate Joe for the position of vice president, which was seconded by Craig and unanimously approved.

Secretary: Joe moved to nominate Tamara's name for the role of secretary, seconded by Chris. This nomination was unanimously approved.

Colin was appointed as member at large .

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Tami: Tami's matter is discussed in agenda item 6b.



Craig: Craig reported an incident that occurred on April 1st, where there was a flood at the pool due to a malfunctioning urinal in the men's restroom, resulting in water gushing out. He promptly contacted Joe, who dispatched Jose to shut off the water. Craig also spoke with Ashley and expressed his desire to provide a vendor evaluation, commending her for her assistance in shutting off the water. Ashley's quick action in locating the external lever helped minimize the damage. In response to Chris's inquiry, Craig explained that Joe engaged James to handle the cleanup, which was completed on April 2nd.

Bill: Bill's topic is discussed under old business item 6m.

3. **APPROVAL OF PRIOR MEETING MINUTES (3/14/24)**

a. Regular Session.

Joe moved a motion to accept these minutes. Colin seconded. This was unanimously approved.

b. Executive Session Summary (fine recommended & payment plan & litigation)

Chris requested that the executive session minutes be marked confidential on each page. Colin then motioned to accept the minutes as presented, with Joe seconding the motion. Colin provided a summary of the discussions, which included unauthorized construction, membership discipline matters, and deliberations concerning a water leak. It was agreed unanimously that the confidentiality designation should be placed at the top of the template.

4. **TREASURER, OFFICERS & COMMITTEES**

a. Reading of the Treasurer's Report.

Operating Expenses are about 9.5+% below budget thru end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

Bob read through the treasurer's report. Colin moved to approve the Treasurer's report as read. Chris seconded. This was unanimously approved.

b. Landscape recommendations & proposals – bids for tree work

Joe discussed a bid received from Action Tree for tree removal, which exceeded the anticipated amount. James obtained a second quote from Mark Crane, another vendor familiar to Joe, who recommended their services based on past experiences. Although Action Tree revised their bid, it remained higher at \$31,000 compared to Mark Crane's \$28,000 offer. Tamara motioned to accept Mark Crane's bid of \$28,500 for the required work, which includes topping six trees and removing four trees, particularly those adjacent to the recently fallen tree. Colin seconded the motion. The proposal was unanimously approved, with Joe abstaining.

Joe also provided an update on the ongoing process of installing root barriers, noting the persistence of weed growth due to recent rain.

c. Committees (EV, Architectural, Website, Solar, Events, etc.)

Chris proposed the establishment of a grounds committee to address general maintenance and upkeep concerns, which would convene quarterly to meet with the caretaker and gym staff. Colin seconded the motion. Tamara highlighted the need to consider Jim's availability for committee meetings. Chris noted the concept of a Community meeting came from Jim. Colin tasked James with recruiting community members to join the committee, while Chris agreed to draft a brief description outlining the committee's purpose. The motion to create the committee's purpose. The motion to create the grounds committee was unanimously approved.



d. Caretaker or pool report

e. Vendor evaluations

Joe expressed dissatisfaction with Big Green's performance in trash maintenance, citing inadequate cleaning and staffing levels compared to previous service providers. He suggested giving Big Green one more opportunity while seeking a new quote from Master Clean. Colin proposed including an agenda item for the next meeting to review quotes for cleaners on a yearly contract basis. Chris emphasized the importance of regular oversight to ensure service quality, noting the need for consistent monitoring.

Colin moved a motion to commend Ashley Brocco for her prompt response to the water leak in the pool bathroom, which was seconded by Joe and unanimously approved.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

a. 7626 rebuild from fallen tree & insurance claim: status of rebuild; deductible proportions; adjuster's information to respective owners

James provided an update on the rebuilding process following the fallen tree incident. He met with the structural engineer and architect and submitted the necessary plans and proposals to the city for approval. Currently, they are awaiting the city's approval of the building permit before they can commence work on the roof, which is prioritized before any other repairs. Joe inquired about the delay in obtaining permits during an emergency situation, to which James explained the process was prolonged due to the time taken by the engineer and architect to finalize their plans, in addition to city procedures.

The association has a \$10,000 deductible, which will be divided proportionally among the seven affected units. James recommended the Association cover the \$10,000 deductible. Colin motioned the Association to absorb the \$10,000 deductible for this claim, a motion seconded by Joe, and unanimously approved.

Once the association adjusters submit their proposals and costs, James requested permission to share this information with individual unit owners for their insurance purposes. Chris motioned to authorize James to provide the insurance adjuster's information to the affected units, seconded by Joe, and unanimously approved.

James also sought approval to pay the permit fee once the city approves it. Colin motioned to grant James permission to pay the permit fee, seconded by Chris, and unanimously approved.

b. Leak from #364 into #264 & #131 - ins funds disbursed to #264 & #131; w/hold #364; Deductible Release Trowbridge's insurance has submitted a release to the board for consideration. If signed, it will release the \$10,000 deductible to the association. Tamara moved to approve the release of liability to receive the funds. Colin seconded. During discussion, concerns were raised about the terms of the release and its implications. Tami clarified that by signing, Trowbridge would be released from any liability, according to her personal attorney's advice. After deliberation, Colin motioned to send the release to the lawyers for counsel, including a mold test. This was seconded by Chris and unanimously approved.

Colin moved to reimburse Tami the deductible and the DNO, totally \$8,880.04. This was seconded by Joe. Tami suggested verifying the calculations to alleviate any concerns. The motion was unanimously approved.

c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any); Craig raised the issue that invoices exceeding \$10,000 used to be reviewed at board meetings and suggested reinstating this practice. Chris pointed out that they have consistently reviewed invoices all along. Craig highlighted a \$37,000 invoice paid last month without discussion. He then inquired if there were any invoices requiring board approval this month. James informed the board about a \$29,516 invoice for gas lines at 7610 received that day. He mentioned that it's been the board's practice that if the invoice equals the proposal, then it could be paid with a board member's approval between meetings. Chris motioned that once a proposal is approved and the work is completed within the agreed amount, the



invoice can be paid without discussion, provided it does not exceed \$10,000. Craig stressed the importance of evaluating the work done during discussions. The motion was unanimously approved, with Tamara abstaining.

Approval was sought to transfer \$29,516 to pay for the invoice. Colin motioned to transfer the amount from reserves, seconded by Chris. Craig queried about the responsibility for repayment, to which Bob clarified that since it's from reserve items, the board does not need to reimburse it. The motion was unanimously approved.

- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs; draft of ballot sent; deadline for comments 4/15/24
James distributed the draft ballot for owners to review, receiving feedback from five owners with various opinions. Chris proposed a motion to discard the ballot suggested by Bartlein and recommended a new draft focusing on the maintenance matrix's current exclusive use list. Further discussion ensued on the ballot's content, leading to the unanimous approval of drafting a new ballot based on received feedback, including a voter information packet. Joe motioned to have the Scribe prepare a voter information packet by May 2nd with board input (and earlier if possible). Chris seconded. This was unanimously approved.
- e. Gas lines projects – installing tags on each line (Jim Dewey); New gas lines installed at 7610
Discussion regarding the installation of tags was postponed due to Jim's absence.
- f. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)
Craig proposed tabling the discussion. Colin seconded. This was unanimously approved.
- g. Consolidated Overhead upgrades to gates, gym & pool access control
Joe moved a motion to table the discussion. Chris seconded. This was unanimously approved.
- h. Pool facilities & sauna; other related issues; handicap seating; plexi glass / mesh for pool gate
After deliberation, Craig moved to accept the current bid from Beachside for \$1,168 with an amendment to consider using less or lighter plexiglass in order not to affect the closing properties of the door, which was unanimously approved. Colin then motioned to recess the meeting and proceed into executive session. Craig seconded. This was unanimously approved.

Executive session recessed at 8:32pm.

Chris moved a motion to table items 5.i-l. Joe seconded. This was unanimously approved.

- i. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
- j. EV charging stations
- k. Inspection of elevated walkways & balconies – by Focused Group
- l. Pedestrian pathway improvements mailbox kiosk across from 7632
- m. Utility closets at 7628 #117
Colin motioned to allow Bill to address the situation at #117, with Craig seconding the motion, which was unanimously approved. Bill provided recommendations for handling the necessary work, suggesting that Beachside inspect the framing to ensure its solidity and requesting that Don complete any repairs on the closet interior which may structurally affect the building. He noted the current bid focuses on cosmetic improvement rather than addressing structural issues.

Craig proposed revising Beachside's proposal to include any necessary structural repairs, mold mitigation, and drywall work. This was seconded by Joe. James reminded the board that Don previously inspected the area and found no structural issues, but if needed, he would replace door jambs and address any additional damage. This motion was unanimously approved.



- n. Bike rack by 7628
- o. Fire safety – quote for radios / walkie-talkie;
- p. Air table

6. **NEW BUSINESS (Board to consider, review and possibly vote on...)**

- a. Allocation of reserve interest and taxes ([Civil Code 5510](#), Adams-Stirling opinion on [reserve interest & taxes](#)).
- b. Equal Access allowed and required by law ([Civil Code 5105](#)).
- c. Review of budget
- d. Resolution to borrow from reserves
Colin motioned to resolve to borrow funds when needed. This was seconded by Joe. Craig sought clarification on the extent of borrowing. Bob explained that borrowing from reserves falls under Civil Code 5515 for short-term use, such as for significant insurance premiums. Discussion ensued regarding the notice requirements. The vote aimed to enable borrowing in accordance with Civil Code 5515, a practice already adopted by many associations Bartlein works with for efficiency. All were in favor except Craig.
- e. 7640 slope by #135; owner & 2 bd members met with Carter Construction 4/10/24; see attached letter
Tamara moved to approve Joe's work to shore up the slope. Colin seconded. This was unanimously approved with Joe abstaining. Discussion occurred regarding the engineering inspection report by Todd Sauter of Carter Construction in response to a request by Unit 135. The report was considered by the Board. Tama moved a motion to allow Joe to repurpose ties from the tree fall at 7626 for continued improved erosion control and landscaping as needed in this area. Colin seconded. Motion passed with Joe abstaining. Chris moved a motion to conduct a floor survey of Unit 135 as a baseline to detect movement. Tamara seconded. Motion passed.
- f. Repair balcony 7640 #270 & #370; see Beachside quote
- g. 7630 #260 Window installation issue with retrofit type
Colin motioned to hear comments from Annette, second by Tamara. Annette reported leakage near the window. It was suggested to replace all trim and potentially siding. To ensure proper water tightness, siding and trim should be replaced along with any retrofit-type windows. Chris motioned to inspect any windows before replacement going forward. This was seconded by Tamara. This was unanimously approved.
- h. Gate code change?
- i. #315 – vehicle towed with expired tag from 24 hr space; request for reimbursement
Craig motioned to disallow the request for reimbursement. This was seconded by Tamara and all were in favor with Chris and Colin abstaining.
- j. Replacement of stair treads & brackets
- k. Parking policy – overnight in vehicle
- l. Hosting zoom meetings
- m. Board instructions



n. Other items to be put on next month's agenda

James reports a proposal from Beachside for balcony repairs at Units 370/270 for building 7640 for \$9,320 to consider. Colin moved to approve the proposal. Chris seconded. Motion passed with Tamara absent.

7. **EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine; disability

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT 9:09 (Scheduled meeting 5/9/24 @ 6PM via Zoom)**

Prepared By: Julia Ambat (Scribe) 5/6/24



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, MAY 9TH (6PM) Via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:01pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President (left at 7:46pm)
Christine Hall - Treasurer
Tamara Simmons - Secretary (arrived at 8:04pm)
Colin Smith - Member-at-Large

Managers & Employees present:

James Nguyen of Bartlein
Bob Bartlein of Bartlein
Julia Ambat, Scribe

Homeowners present:

Catherine Levya #369
Teresa Stiff #349
Bruce Trowbridge #364
Annette Winter #260
Bill Rauch #351
Nitin Kataria #261
Alysia Hendricks #315

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Levya #369: Cathy questioned the continued use of Zoom meetings by the board and advocated for in-person meetings, citing their advantages. She also raised concerns about the necessity and practicality of walkie-talkies, as well as inquired about the number of owners with electric vehicles, given the board's consideration of installing EV chargers.

Bruce Trowbridge #364: Bruce indicated that actions are being taken to meet the board's requirements and was present for discussion in executive session.

Annette Winter #260: Annette requested permission from the Board to install a screen door, having already scheduled an appointment for installing on Monday, May 13th. Joe motioned to approve the screen door, which was seconded by Chris. The motion passed unanimously (Tamara absent for this vote).

Bill Rauch #351: Bill was present on standby to discuss the sewers mentioned in agenda item 6e.

Nitin Kataria #261: Nitin informed the Board of a leak from Unit #361's front landing into his Unit #261's front porch, posing an electrical hazard due to water reaching a lamp. He inquired about the actions being taken to address this issue. James assured him that the Board is aware and will address the balcony once issues with the rebuilding of 7626 are resolved.

3. APPROVAL OF PRIOR MEETING MINUTES (4/18/24)

a. Regular Session.

Joe motioned to approve the regular session meeting minutes from 4/18/2024. Chris seconded. Colin noted that the tree logo was missing. Scribe said she will fix it. This was unanimously approved.

b. Executive Session Summary (fine; payment plan)

Joe motioned to approve the executive session meeting minutes from 4/18/2024. Chris seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES

a. Reading of the Treasurer's Report.



Reserve expenditures last month: Tree work & gas line repairs at 7610

Operating Expenses are about 12+% below budget thru end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

Bob presented the treasurer's report. Chris identified several discrepancies in reviewing invoices that have previously been missed. One notable example was a pest control invoice indicating the need for a repair to a building access door, which had been overlooked for some time. Additionally, Chris noted that the exercise bike was missing components and required repair, prompting discussion about the responsibility of the company that identified the issues. Chris reported that Jim Dewey bought 23 pagoda lights to have on hand in case of limited availability. Furthermore, Chris highlighted two owners who were \$1,000 behind on payments, suggesting an executive session agenda item to deliberate on potential actions.

Craig inquired about the significant increase in income tax to \$40,000 compared to the usual \$5,000-\$6,000. Craig questioned the basis of the 2024 estimated tax. Bob and Craig will discuss offline. Bob explained that this was due to higher interest earnings in 2023. Craig suggested that the Board should have made quarterly estimates, but Bob deemed it unnecessary.

Chris motioned to approve the treasurer's report as presented, which was seconded by Joe. All members voted in favor, with Craig abstaining and Tamara absent for this vote. Craig commented that the Board might want to review the text of the Civil Code Section 5380 before voting to approve it as part of the Treasurer's report as read, because he believes not all the board's budget/reserve practices may be currently in compliance, given the Resolution that was recently passed.

- b. Landscape recommendations & proposals – bids for tree work
The first tree behind 7610 has been removed, with the remainder scheduled for removal on June 3rd. Notices will be distributed accordingly. Chris suggested exploring connections with organizations experienced in comprehensive tree surveys.

To address the widespread weed issue, Joe has arranged for additional crews to assist in catching up.

There was an incident with the front gate, potentially due to someone hitting it. Fortunately, the repair was conducted promptly, and the gate appears to work now. Consolidated Overhead, the company responsible for the repair, received positive feedback from Joe.

- c. Committees (EV, Architectural, Website, Solar, Events, etc.)
Chris noted the grounds committee is currently on hold.
- d. Caretaker or pool report
Nothing to report
- e. Vendor evaluations
Joe noted Big Green's service has improved since last month. Craig emphasized that it took them six months to achieve satisfactory quality.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. 7626 rebuild from fallen tree & insurance claim: status of rebuild
The Association received a proof of loss, which has been notarized. It is anticipated that by the end of the month, the Association will receive a check for \$457,000 from the insurance company. An invoice totalling \$55,968.40 to Service Master is being held until the check arrives. James suggested borrowing from reserves to cover this amount in the interim, with reimbursement planned upon receipt of the insurance



payment. Thus far, approximately \$5,000 has been spent on architectural and engineering services. The insurance will cover three-quarters of the roof replacement costs, with the association responsible for the remainder.

A meeting with the seven affected units is scheduled for Tuesday, May 14th at 12pm to address any questions they may have. Unit 330's owner requested information on when they can move back in, as one of their common walls is currently exposed. Per James, it is hoped that insulation and drywall will be installed for that owner by June 3rd. Joe motioned to approve the payment of \$55,968.40 to Service Master, as discussed earlier. Colin seconded the motion, which was unanimously approved (Tamara was absent for this vote).

- b. Leak from #364 into #264 & #131 - ins funds disbursed to #264 & #131; w/hold #364; Deductible Release Discussed in executive session.
- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any); Between meetings, payments were made to the architect (\$3,677.50) and the structural engineer (\$1,677.17). Craig motioned to ratify the proposals as presented, which was seconded by Colin.

Chris raised concerns about dry rot discovered during window repairs, highlighting the HOA's responsibility in addressing such issues before window replacements are done by the owners. Craig emphasized the importance of educating owners about dry rot prevention during repair requests, suggesting James include specific requirements in repair agreements. Chris requested that a requirement for dry rot inspection be added to the stipulations (such as window specifications) which Owners must agree to when installing windows.

- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs; draft of information packet
Joe moved a motion to send the draft of the information packet with a clerical edit, incorporating Colin's arguments. Chris seconded the motion. Craig abstained, expressing dissatisfaction with the current status but acknowledging the majority decision to proceed. It was agreed to distribute the packet via email and provide hard copies to non-email users. Discussion involved several options - mailing costs versus a consideration for Owners who don't use email. The Board requested the scribe to create a Google form for voting. Joe moved to send a hard copy to non-email users and a Google version to the rest. Chris seconded. This was unanimously approved.
- e. Gas lines projects – installing plastic tags on each line (Jim Dewey);
Discussion tabled.
- f. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)
Discussion tabled.
- g. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.
- h. Pool facilities & sauna; other related issues; handicap seating; plexi glass / mesh for pool gate
Discussion tabled.
- i. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.
- j. EV charging stations
Discussion tabled.
- k. Inspection of elevated walkways & balconies – by Focused Group
Discussion tabled.
- l. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.



- m. Utility closets at 7628 #117
Discussion tabled.
- n. Fire safety – quote for radios / walkie-talkie;
Discussion tabled.
- o. Air table
Discussion tabled.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Review of budget
Craig expressed concerns about the budget development for 2024, citing significant discrepancies that impact the budget's integrity. Bob stated his belief that Craig may have misunderstood the budget and proposed discuss it one-on-one to address any misunderstandings.
- b. Allocation of reserve interest and taxes ([Civil Code 5510](#), Adams-Stirling opinion on [reserve interest & taxes](#)).
Bob reminded the Board of the option to amend the budget for July 1st, considering the upcoming special assessment due on June 1st. He noted that if the special assessment was incorrectly implemented, dues for the remainder of the year could be adjusted accordingly.
- c. Equal Access allowed and required by law ([Civil Code 5105](#)).
Discussion tabled.
- d. Front common landing by #361 front door leaking down to #261
Discussion tabled.
- e. Sewer laterals (Bill Rauch)
Discussion tabled.
- f. Gate code change?
Chris moved a motion to changing the gate code, with Colin suggesting individual gate codes for each owner. Craig modified the motion to simply change the code, which was amended to 1225. This was seconded by Colin. This was unanimously approved, effective July 1st.
- g. Replacement of stair treads & brackets
Discussion tabled.
- h. Parking policy – overnight in vehicle
Discussion tabled.
- i. Meeting in person / zoom
Joe motioned to resume in-person meetings, which was seconded by Chris. Craig suggested an initially hybrid format with primarily in-person meetings while providing a Zoom option, if possible. Colin noted that the meeting room lacks the necessary equipment for optimal hybrid meetings, and recommended the need to purchase additional hardware. The motion to move towards a hybrid meeting format was unanimously approved, with Tamara absent for this vote. The board will look into the options for acquiring what additional equipment may be needed.
- j. Gutter & roof cleaning
A proposal of \$4,695 from Clear View Landscaping was presented for gutter cleaning. Chris motioned to approve this proposal, which was seconded by Colin. The motion passed unanimously.



Chris motioned to approve the proposal for repairing the soft spot by Unit 361's front door, amounting to an approximate \$10,000. Colin seconded. The motion passed unanimously.

k. Rekeying common doors
Discussion tabled.

l. Vehicle towing procedures
Discussion tabled.

m. Other items to be put on next month's agenda
Discussion tabled.

7. **EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine; disability

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT at 8:48pm (Scheduled meeting 6/6/24 @ 6PM via Zoom)**

Prepared By: Julia Ambat (Scribe) 5/10/24



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, JUNE 6TH (6PM) Via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:03pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Tamara Simmons - Secretary
(joined at 7:27pm)
Colin Smith - Member-at-Large

**Managers & Employees
present:**

James Nguyen of Bartlein
Bob Bartlein of Bartlein
Julia Ambat, Scribe

Homeowners present:

Catherine Levya #369
Kathie Taylor #271
Lois Cunningham #254
Bruce Trowbridge #364
Tami Jauchen #264
Harold Schaff #229
Paul Stumpf #225
Naomi Bruemmer #270

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Catherine Leyva #369: Noticed that the siding on the stairs is pushed in and it appears to be the newer siding, not the older siding. She will send James a picture of the issue (7640 building). She also asked about the guidelines for animals, specifically why ADA dogs can be more than 25 pounds. Colin clarified that ESA or ADA dogs cannot be legally restricted by the HOA.

Bruce Trowbridge #364: Asked for an update on the conversation between the Board and his insurance. On May 29th, his insurance sent an email requesting the Board come up with their own release, but his insurance has not received a response. To be further discussed in executive session.

Tami Jauchen #264: Inquired if there is a plan to power wash the building's exterior soon, as they are all dirty. She formally requested this repair to get on the Board's action list, as it is not currently prioritized.

Harold Schaff #229: Inquired as to how he will get paid for the repairs taking place in his unit due to fallen tree. To be discussed more in 5a.

Paul Stumpf #225: Sent two emails to the email on the website but has not received any response. He asked where to send emails to get a response and also inquired about the power washing. Additionally, he noted a cardboard covering a drain cover that sounded like water running under it. James mentioned a plumber is scheduled for a cleanout this week. Paul said power washing was requested a year and a half ago with no response, noting it's not feasible for owners to do it themselves. Craig said the last time buildings were power washed was in 2019 due to droughts, but agreed it should be addressed soon. Colin indicated that emails to the website are (or should be) being forwarded to James, and several people agreed if Paul wanted a quicker response, he can call James (if immediate attention is warranted) or email James directly.

Lois Cunningham #254: Requested clarification on the protocol for loading or unloading bulky items from a unit when parking close is necessary and may block vehicles. She mentioned workers were aggressively confronted by a unit owner for doing so. Craig advised that if moving items in and out of a unit, the vehicle should be parked in the assigned space if possible. If not, be mindful of who is being blocked and be able to



move the vehicle if needed - it cannot be left unattended. Joe suggested informing nearby units ahead of time.

Chris Hall #351: Addressed cleaning the exterior of the units, noting it has been an unusual year with the weather. She recalled that prior to the drought, power washing was more frequent, but reiterated Craig's point about droughts preventing the association from conducting power washing. Chris encouraged owners to wash their balconies regularly.

3. **APPROVAL OF PRIOR MEETING MINUTES (5/9/24)**

a. Regular Session.

Chris motioned to approve the regular session meeting minutes from 5/9/2024. Craig seconded. This was unanimously approved.

b. Executive Session Summary (towing; release; fine; payment plan)

Joe motioned to approve the executive session meeting minutes from 5/9/2024. Chris seconded. This was unanimously approved.

4. **TREASURER, OFFICERS & COMMITTEES**

a. Reading of the Treasurer's Report.

Reserve expenditures last month: None

Operating Expenses are about 15+% below budget thru end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

Chris read through the treasurer's report. Craig noticed that 5 or 6 units have not updated their autopayments to reflect the new dues and are still paying the 2023 amount. James said he would double-check this for them. Craig also noted in the April treasurer's packet that Tamara had paid her charging fees and in May, Tom and Valerie had paid. However, neither of them paid in the other month. James clarified that Tom and Valerie were traveling all of April, so they did not have to pay. Joe noted that Tamara did not drive her car in May, so she didn't need to pay the fees. Chris moved to approve the motion as prevented in the printed agenda. Craig seconded. The motion was unanimously approved.

b. Landscape recommendations & proposals – tree work

Enviroscaping has been tackling the weeds aggressively and had large crews working in the complex. Mark Crane's tree service completed the previously approved tree removal. A proposal for tree replacement will be brought to the board next month.

c. Committees (EV, Architectural, Website, Solar, Events, etc.)

Nothing to report.

d. Caretaker or pool report

Nothing to report.

e. Vendor evaluations

Complaint against Big Green: Enviroscaping cleaned out the trash enclosures due to their filthy condition, highlighting Big Green's negligence. There was a discussion about clarifying communications, but Joe reminded the board that this issue has occurred before, where James contacts Big Green, they improve for a week, then revert to their usual behavior. Also, Big Green seems to typically assign one person to each service call for the whole complex, when the previous vendor was using 3 to 4. Craig requested Big Green be informed that their standards need to improve going forward.



Chris wanted to acknowledge the excellent job Envirosaping has been doing with landscaping.

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

- a. 7626 rebuild & ins. claim; Rec'd \$457,742.28; Approval needed for Beachside invoices rec'd; ratify
Bob explained the insurance process: The association holds a replacement cost policy and receives an initial check for the estimated damages and cost of replacement. The association must ensure the funds are disbursed proportionally according to the policy, and all the needed replacement repairs are completed. Once work is completed, contractors should submit their bills to the association for reimbursement with proper documentation. The association will then pay the bill if it is for proper replacement costs. If a unit owner wants to use their own contractor, the contractor must submit documentation of proper licensing, bonding and insurance, and the invoice for reimbursement.

The association then issues a joint check that is payable to both the Owner and the Owner's contractor once the work is completed and an invoice is submitted for payment. This reimbursement does not include any upgrades. Craig asked how unit owners like Harold can get reimbursed if they had already incurred material replacement costs. Bob reiterated that the contractor should submit an invoice for both the work and material costs incurred by the Owner, once the work is completed. The association then sends a joint check to both the Owner and the Owner's contractor.

Harold asked how he can pay his contractors if they paint his unit. Bob reiterated that the HOA can pay for the work once the work is completed, but they need to submit the required documents for the insurance to cover the quoted, replacement-cost amount. If the amount allocated for replacement-cost is insufficient for any item, like painting his unit, Bob noted that the initial quote is depreciated and will be reevaluated when all work is completed. Further discussion ensued about the best approach for Harold. The association advised Harold to work with Don to complete the authorized, replacement-cost work and submit the invoices once the work is completed, which can then be taken back to the insurance company for consideration if more funds are needed.

- b. Leak from #364 into #264 & #131 - ins funds disbursed to #264 & #131; w/hold #364; Deductible Release
Tami reminded the board that Bruce Trowbridge is personally responsible for the deductible. She also noted that he refuses to conduct a mold test, which could become a long-term issue. This will be further discussed in the executive session.
- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
Bob suggested hiring an independent adjuster to handle all the insurance disbursements to prevent ongoing questions from unit owners (as seen in 5a). The invoices submitted so far total \$118,000. Craig wanted to know if these invoices match the allocations from the insurance. He expressed uncertainty about authorizing invoices without knowing if they align with what the insurance will cover. Further discussion ensued on how best to proceed with these invoices. They reviewed the most current sheet from the insurance claim.

Joe moved a motion to pay all invoices for common areas (not related to specific units), totaling \$42,097. Chris seconded the motion. The motion was unanimously approved, with Tamara abstaining. Joe then motioned to approve specific unit costs up to the amount allocated by the insurance. Chris seconded. Craig said he will authorize these invoices as they come in. This was unanimously approved, with Tamara abstaining.

The Service Master invoice from the last meeting has been paid.

Bill from Structural Engineer for Permits: \$2,516. Craig moved to ratify this payment. Joe seconded. The motion was unanimously approved.

Re-Roofing of the 7626 Building: Craig moved a motion to ratify the decision to re-roof the rest of the 7626 building not covered by insurance. Chris seconded. The motion was unanimously approved. Chris moved a motion to pay for this out of reserves. Joe seconded. The motion was unanimously approved.



d. Updating the gov docs; 2nd draft of bylaws & CC&Rs; survey results

Response: 30% owner response. Strong consensus (generally 60% to 85% of the responders) that exclusive-use patio/balcony utility doors, electrical utilities and fixtures, plumbing and plumbing fixtures (wherever located), and gas lines, fixtures and outlets within the unit are the responsibility of the Unit, together with the utility closets/enclosures which belong to the unit. The only item that had a slight majority (55%) in favor of HOA responsibility was gas lines located outside the unit.

The board felt a larger response was needed. Bob suggested extending the deadline to get at least 51% of responses.

Joe moved a motion to extend the survey deadline for another month and to revise the survey by adding a third option for all polled items, not just the gas lines, where the HOA could take care of them and bill the unit owner. Colin seconded. The new deadline is set for July 8th. Owners can revote if they care about the third option or keep their original vote.

Discussion included having a third option for the gas lines, where the HOA could take care of them and then bill the unit owner.

e. Review Budget
Discussion tabled.

f. Gas lines projects – installing tags on each line (Jim Dewey);
Discussion tabled.

g. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)
Discussion tabled.

h. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.

i. Pool facilities & sauna; other related issues; handicap seating; plexi glass / mesh for pool gate
Discussion tabled.

j. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.

k. EV charging stations
Discussion tabled.

l. Inspection of elevated walkways & balconies – by Focused Group
Discussion tabled.

m. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.

n. Utility closets at 7628 #117
Discussion tabled.

o. Repair front common deck by front door #361
Discussion tabled.

p. Gate code to change on 7/1/24 to “1225”
Discussion tabled.



- q. Meeting in person - equipment required for zoom capability
Craig discussed the possibility of having a few laptops running for those who cannot meet in person, enabling the resumption of in-person meetings. There was a discussion about the minimum technology requirements needed to facilitate a hybrid meeting. Colin explained the audio limitations of having laptops running in a zoom meeting as opposed to a traditional zoom meeting.
- r. Fire safety – quote for radios / walkie-talkie;
Discussion tabled.
- s. Air table
Discussion tabled.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Approving future unit windows replacement by owners / Retrofit / insert windows
Discussion tabled.
- b. Sewer lateral cleaning - Drain Masters to Hydro Jet (\$5,950)
Chris moved a motion to approve this proposal. Joe seconded. This was unanimously approved.
- c. Replacement of stair treads & brackets
Discussion tabled.
- d. Parking policy - overnight in vehicle
Discussion tabled.
- e. Rekeying common doors
Discussion tabled.
- f. Vehicle towing procedures
Discussion tabled.
- g. Other items to be put on next month's agenda
Discussion tabled.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine; disability

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT at 9:00pm (Scheduled meeting 7/11/24 @ 6PM via Zoom)

Prepared By: Julia Ambat (Scribe) 6/6/24



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, JULY 11TH (6PM) Via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:01 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large

Managers & Employees present:

James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Catherine Levya #369
Kathie Taylor #271
Tami Jauchen #264
Kim Ray #135
Naomi Bruemmer #270
Harold Schaff #229
Annette Winter #260

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Leyva #351: Cathy wants to remove the EV & solar topic from the agenda for a while because she is unsure of the cost and is worried about dues increasing. Craig suggested Cathy join the EV & Solar committees to gain insight into the costs and to provide her input and concerns, but assured her that no action would be taken before soliciting feedback from the Owners first.

Chris Hall #351: Chris noted that many agenda items are not addressed by the Board and suggested either cutting them or keeping them as reminders for future discussion. She also does not want any further effort put into EVs until the Board decides on moving forward with it.

Tami Jauchen #264: to be discussed in agenda item 5a. She also wanted an update on the email address posted on the website. Colin agreed to look into this.

Kim Ray #135: A light post is broken outside of Kim's unit, and she wants to ensure the request was received. She prefers one of the lower light posts as the current one shines directly into her bedroom. Additionally, Kim wanted permission to park her camping trailer in the long-term parking section due to the Lake Fire and intends to park it until July 26th. Chris moved a motion to add this request to the agenda, which Colin seconded. This was unanimously approved. Chris moved a motion to approve the camping trailer in long-term parking, until the end of the fire with proper signage explaining the reason. Colin seconded. Craig amended the motion to allow parking only until July 26th. Joe seconded. Chris and Colin voted against the amended motion, while Joe and Craig voted in favor. They returned to the original motion. The original motion was approved with all voting in favor except Craig. The motion passes.

3. APPROVAL OF PRIOR MEETING MINUTES (6/6/24)

a. Regular Session.

Craig motioned to approve the regular session meeting minutes from 6/6/2024. Joe seconded. This was unanimously approved.

b. Executive Session Summary (enforcement of parking rules; insurance & release; fine assessed)



Craig motioned to approve the executive session meeting minutes from 6/6/2024. Joe seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES

a. Reading of the Treasurer's Report.

Reserve expenditures last month: Tree work; reroofing at 7626

Operating Expenses are about 19.1+% below budget through end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

Chris read through the treasurer's report. James clarified that the association is significantly below budget due to a large sum to be paid out for insurance closer to the end of the year. Craig inquired about where employee expenses are allocated in the budget. The Scribe is categorized under miscellaneous, Pool Monitor (Ashley) expenses are under pool maintenance, and Jim Dewey's expenses are under maintenance. Craig requested that these employee expenses be broken out as separate subcategories on the budget page (as it only needs 3 additional rows and will fit). James agreed to look into this for the board.

Joe moved a motion to approve the treasurer's report as read with the discussed clarifications. Colin seconded. Craig reminded the board that any transfer of \$10,000 or more needs prior approval. Before this meeting, the association spent \$28,000 on an invoice to Action Tree, which needs to be ratified. This was unanimously approved.

b. Landscape recommendations & proposals – tree work & replacement; weed control

Joe sent a proposal to James for tree work around 7626 to replace the trees and oak trees with native species. Craig moved to approve the proposal from Enviroscaping for \$5,100 to plant trees. Chris seconded. Chris asked if Joe would consider ginkgo trees, but Joe noted he has not recommended them because they are deciduous, the Board would need to vote to have these. The motion was unanimously approved, with Joe abstaining.

Joe reported that someone has been dumping green waste in the association's dumpsters, which is costing the complex money. He requested that everyone in the association keep an eye out for this. Craig requested that James send out an email alert and include an item in the Newsletter to notify the complex about the illegal dumping.

A complaint was received about an excess of weeds and dandelions. Joe mentioned he has been bringing in extra workers and asked the board to consider helping with this issue. Enviroscaping does not use herbicides, so addressing the complaints requires manual removal of the weeds and dandelions.

A gentleman complained about the use of gas equipment, but Joe clarified that he uses electric equipment and operates within the allowed noise timeframe (starting at 9 am).

Another complaint was received regarding the trimming of trees at 7610, where some lower branches were left hanging, and were thought to create a fire hazard. Joe explained that the trimming was not yet complete, and to save money, the remaining branches would be addressed by handling them in-house. The Owner still threatened to call the fire department, even though Joe did address and fixed the issue as promised.



The board expressed their desire to work with Joe and Envirosaping about the extra work requirements needed and would consider an amendment to the budget. Joe said he would send a proposal, but an extra man one day per week would be a good start. Craig made a motion to add one extra worker one day per week (32 hours per month) to Envirosaping's budget for three months, with a review at the end of September. Chris seconded. This was unanimously approved, with Joe abstaining.

c. Committees (EV, Architectural, Website, Solar, Events, etc.)

Website: Jim Dewey has a functioning online app for owners to report to. Chris wanted to notify owners of its existence and where to find it - hopefully Colin can cause it to be added to the website.

d. Caretaker or pool report

Nothing to report.

e. Vendor evaluations

Merit: Craig acknowledged that Envirosaping is doing an incredible job and wanted to express appreciation for their work. Chris echoed his sentiments.

Ten lights were reported as being out or broken, and in need of repair. Four of those lights have yet to be repaired at the time of this meeting. Craig inquired about the frequency with which the maintenance worker checks on such issues. James said he would remind the maintenance worker to regularly inspect and address these matters.

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

- a. 7626 rebuild & ins. claim; Rec'd \$457,742.28; Approval needed for Beachside invoices just received; Ratification of replacing remaining old siding while scaffolding was available (\$15k)

James reported that the association has incurred \$169,000 in expenses from Beachside as of the current meeting. If the board approves the invoices presented, the remaining balance would be approximately \$28,000. James reviewed the spreadsheet, itemizing the specific units and the allocation of expenses. The completed units are 115, 231, 331, 330, and 329, with only units 229 and 230 still pending. Joe moved to approve the second batch of Beachside invoices totaling \$169,235.15. Colin seconded. This was unanimously approved.

To pay these invoices, funds need to be transferred from the reserve, which requires board approval. Joe moved to pull money from the reserves using the insurance funds previously received for payment. Chris seconded. This was unanimously approved.

Harold Schaff agreed that the insured work completed so far by Beachside on his Unit 229 totaled \$27,315. He requested that the remaining insurance funds allocated for the repair of his Unit (\$41,667) be advanced to him directly in order to handle the remaining repairs himself. James explained again that the accepted procedure was for Harold to submit invoices from his approved licensed contractor(s) once the authorized repair work was completed and a joint check could then be issued to him and the contractor. The HOA could not issue a check before the work was completed owing to liability issues, and the fact that any request for additional supplemental insurance funds would require valid invoices of the completed work. In response, Harold questioned this policy because he had heard no response to an invoice submitted several months ago for \$8k. This invoice was for cleanup and damage control immediately following the emergency, but as it involved non-licensed contractors and mostly salvaging and protecting Unit contents, it may not be considered a valid insured HOA covered loss. Harold then expressed frustration with low insurance estimates and the process for reimbursement outlined in the previous meeting by Bob Bartlein. James explained again that once the entire project is complete, payment amounts are renegotiated to a certain extent. Then Craig reiterated the payment procedures. Harold was unwilling to comply. Harold had not provided the correct documentation for potential reimbursement, nor was he willing to make any more advanced payments or commitments, so he did not want to proceed with what was explained to him at the



last meeting. James emphasized focusing on the overall amount rather than any low initial estimate for any one unit, again, because there will be negotiations with the insurance company when the entire building is finished. Although he was hesitant to proceed with Beachside, hoping to avoid Don's overhead by contracting out the work himself (but not accepting responsibility like Don to pay his contractors before he himself received payment), Harold agreed, in order to move things along to work with Don. The board offered to consult with Don for the best course of action. Harold offered to return the kitchen cabinets he had purchased (which, as an upgrade, cost more than the insurance estimate) or turn them over to Beachside at a discount for installation. James promised quick action to contact Beachside.

7636 Siding and Window repair: Joe moved to approve the proposal from Beachside for the window replacement and bill the unit owners #259, #260, #359, and #360 for the cost of windows only. Colin seconded. This was approved, with Chris voting no. Under the CC&R's, window replacement is the Owner's responsibility.

7640 Balcony Repair (\$9,320): Craig moved to approve this invoice. Joe seconded. This was unanimously approved.

7636 Deck Unit 361 Dry Rot Repair (\$17,447): Joe moved to approve the invoice. Chris seconded. This was unanimously approved.

Affordable Paint Proposal for backside of 7626 Not Covered by Insurance (\$6,500): Joe moved to accept this proposal. Chris seconded. This was unanimously approved.

Action Tree Invoice (\$28,000): Previously paid but needs ratification. Craig moved to ratify the payment. Colin seconded. This was unanimously approved.

Beachside Proposal for Window Replacement at 7636: Involves replacing 8 windows in 4 units in addition to siding repair. This proposal, which only covers the material cost of the window and window frames (not their removal or installation) was previously motioned by Craig, seconded by Joe and voted on and approved by email shortly after the June meeting by Tamara, Craig, Chris, and Joe. This proposal was also voted on and approved earlier in this meeting (see 7636 Siding and Window repair above). However, owing to a misunderstanding, Joe moved to further ratify the proposal. Colin seconded. Chris amended the motion to remove holding the Owners responsible for these costs, but the amendment was not approved. The final motion was for the HOA to cover dry rot repair, removal, and installation of new windows, with owners responsible only for the material cost of the window and window frame replacement (this proposal). Colin seconded. Craig, Joe, and Colin voted in favor. Even though it had already been voted on in favor by email, Chris voted against ratification of this motion. The units involved are 259, 260, 359, and 360, with a cost for windows at \$985 per unit.

- b. Leak from #364 into #264 & #131; test results from #364; w/hold pmt from #364; Deductible release
Discussion moved to executive session.
- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
Discussion tabled.
- d. Updating the gov docs; revised survey sent & return deadline extended to 7/8/24; results;
Discussion tabled.
- e. Review Budget
Discussion tabled.
- f. Gas lines projects – installing tags on each line (Jim Dewey);
Discussion tabled.
- g. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)



Discussion tabled.

- h. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.

- i. Pool facilities & sauna; other related issues; handicap seating; plexi glass / mesh for pool gate
Discussion tabled.

- j. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.

- k. EV charging stations
Discussion tabled.

- l. Inspection of elevated walkways & balconies – by Focused Group
Discussion tabled.

- m. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.

- n. Utility closets at 7628 #117
Discussion tabled.

- o. Meeting in person - equipment required for zoom capability
Discussion tabled.

- p. Fire safety – quote for radios / walkie-talkie;
Discussion tabled.

- q. Air table
Discussion tabled.

6. **NEW BUSINESS (Board to consider, review and possibly vote on...)**

- a. Ratification of approving future unit windows replacement by owners / Retrofit / insert windows
Discussion tabled.

- b. Car wash parking updates
Discussion tabled.

- c. #351 Front porch and staircase landing resurfacing
Discussion tabled.

- d. Replacement of stair treads & brackets
Discussion tabled.

- e. Rekeying common doors
Discussion tabled.

- f. Vehicle towing procedures
Discussion tabled.

- g. Other items to be put on next month's agenda
Discussion tabled.



7. **EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine; disability

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT at 9:08pm (Scheduled meeting 8/8/24 @ 6PM via Zoom)**

Prepared By: Julia Ambat (Scribe) 7/11/24



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, AUGUST 8TH (6PM) Via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:01 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - secretary
(arrived at 7:10pm)

Managers & Employees present:

James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Catherine Levya #369
Bill Rauch #351
Jim Dewey #339
Kathie Taylor #271
Terry McNulty #270
Kim Ray #271
Annette Winter #260
James Studarus #360
Bruce Trowbridge #364

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Leyva #369: Inquired about the second poll on CCR responsibilities, reported dry rot near her steps and utility closet, and requested professional conduct at board meetings.

Chris Hall #351: Suggested creating task forces to address smaller details before meetings and emphasized the need for active committees.

Bill Rauch #351: To be discussed under agenda item 6a.

Kim Ray #135: Requested an update on embankment work at 7640. Joe confirmed materials have arrived, and work is on schedule.

Kathie Taylor #271: Requested the continuation of the Zoom link for meetings.

James Studarus #360: To be discussed under agenda item 6b.

3. APPROVAL OF PRIOR MEETING MINUTES (7/11/24)

a. Regular Session.

Craig motioned to approve the regular session meeting minutes from 7/11/2024 with the changes discussed in the meeting and agreed upon by board members. Joe seconded. This was approved with Joe, Craig, and Chris voting in favor and Chris voting against because she disagreed with the description of Owner Schaff's requests.

b. Executive Session Summary (leak & insurance release; fine; payroll)

Craig motioned to approve the executive session meeting minutes from 7/11/2024. Joe seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES

a. Reading of the Treasurer's Report.

Reserve expenditures last month: Dry rot repair #361 & 270/370; repainting 360/361 & 370; pool pump



Operating Expenses are about 22+% below budget through end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

July payroll costs: Pool - \$326 (YTD \$3,585.17); Caretaker: \$154 (YTD \$4,273.36); Scribe: \$623 (YTD \$6,238.75)

James reviewed the Treasurer's Report. Joe moved to accept the Treasurer's Report as presented, with the suggested motion included above. Chris seconded the motion. The Board unanimously approved.

b. Landscape recommendations & proposals – tree work & replacement; weed control

Creek revamp is ongoing, trees have been ordered, and an additional worker has been brought in. A large honeycomb in a Jacaranda tree requires removal. Chris moved to authorize James to arrange for the beehive removal. Colin seconded. Unanimously approved. Chris mentioned a neighbor removed four wasp nests; Joe confirmed this is permissible.

c. Committees (Grounds, EV, Architectural, Website, Solar, Events, etc.)

A discussion took place regarding the committees that need to be active. It was decided that further deliberation on the CC&Rs is necessary before finalizing decisions on committee responsibilities.

d. Caretaker or pool report

The caretaker is required to submit monthly reports; only one was received for June. Chris reminded the Board that the caretaker should share his work order system with James. Jim clarified there are two work order systems, one overseen by him and one by Bartlein. He also emphasized the need for Grove access device registration (clickers and key cards). A new homeowner system will replace the current one, allowing owners to manage work orders. Jim will send a tutorial once it's ready. James and Jim will have control access to the app, with Jim monitoring it frequently. The new system will go live by the end of September.

e. Vendor evaluations

Nothing to report.

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

a. 7626 rebuild & ins, claim: Rec'd \$457,742.38; storage cost?

Rebuilding is nearly complete; Unit #229 has minor pending items. The city has signed off for the building, except for Unit 229 which pulled a separate building permit. An earlier invoice from Unit #229 for removal and storage of Personal Property was not covered by the HOA insurance policy and the submitted claim was denied. In an email to James, Craig pointed out an apparent discrepancy between the total covered loss as indicated by the insurance adjuster and the insurance check received. James and Craig will review the discrepancy offline.

b. Leak from #364 into #264 & #131; test results from #364; w/hold pmt from #364; Deductible Release Bruce completed mold remediation but owes a \$10,000 deductible, which has been withheld pending a release from the Board. Tamara moved to release \$1,620.17 to Bruce the HOA was withholding until his Unit was tested and declared mold free. Joe seconded. Unanimously approved. Tamara moved to draft a suitable release with legal counsel to help secure the \$10,000 deductible from Bruce's insurance. Colin seconded with the amendment for lawyer drafting. Votes: Joe, Tamara, Colin, Craig in favor; Chris against (requesting the use of a standard release). The motion passed.

c. 7636 siding repair & window replacement cost (\$985.40 charged to #259, 260, 359, 360 each)

Annette requested reconsideration of the \$985.40 charge for windows. Chris moved to cover the cost. Colin seconded. All were in favor except for Craig who abstained. Because of recent problems identified with retrofit-style windows, Tamara moved to inspect all retrofit windows installed in the past 10 years.



Colin seconded. The motion to inspect retrofit windows, if possible, passed with Craig abstaining. Joe moved to prohibit insert-style and retrofit windows going forward. Chris seconded. Unanimously approved. Chris moved to waive replacement costs for three other affected units (#259, #359, #360). Colin seconded. Votes: Tamara, Colin, Chris in favor; Craig, Joe against. The motion passed.

d. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
Don recommended completing dry rot repairs before power washing. Chris moved to postpone the power washing proposal until dry rot extent is known. Tamara seconded. Unanimously approved. Chris moved to inspect for dry rot requiring repair. Tamara seconded. The discussion noted that the inspections were already being done and so a formal vote was not needed. The motion failed. Craig moved to approve Beachside invoices, including \$17,784 for front entry deck at 7636 #361. Tamara seconded. Unanimously approved.

The meeting adjourned to executive session at 8:41pm.

e. Updating the gov docs: Revised survey sent & return deadline extended to 7/8/24; results;
Discussion tabled.

f. Towing vehicles & emailing notifications
Discussion tabled.

g. Review budget
Discussion tabled.

h. Gas lines projects - installing tags on each line (Jim Dewey);
Discussion tabled.

i. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)
Discussion tabled.

j. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.

k. Pool facilities & sauna; other related issues; handicap seating;
Discussion tabled.

l. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.

m. EV charging stations
Discussion tabled.

n. Inspection of elevated walkways & balconies - by Focused Group
Discussion tabled.

o. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.

p. Utility closets at 7628 #117 - reimbursement forthcoming
Discussion tabled.

q. Meeting in person - equipment required for zoom capability
Craig moved to hold in-person meetings with a Zoom option for remote participation, requiring Board members to attend in person for a quorum. Joe seconded. Votes: Colin against; Craig, Joe, Chris in favor. The motion passed.



- r. Fire safety - quote for radios I walkie-talkie;
- s. Air table

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

a. #351 Front porch & staircase landing resurfacing & request for reimbursement

The unit owner requested confirmation that landings and non-exclusive patios outside third-floor units are common areas. The Board agreed that the HOA will cover resurfacing costs. The owner also requested reimbursement for deck damage caused by power washing in 2019. Joe moved to approve payment for the damaged deck. Tamara seconded. Chris recused herself. The motion was unanimously approved, with Chris abstaining. Bill asked about the deck color standard. Craig confirmed a standard exists but hasn't been consistently enforced. Tamara moved to table the discussion on deck color. Colin seconded. Unanimously approved.

b. 7636 #360 three back windows
discussed in 5c.

c. Power wash bldgs.
Discussion tabled.

d. Replacement fee for gate clickers
Discussion tabled.

e. Bulky items pick up by Marborg
Discussion tabled.

f. Replacement of stair treads & brackets
Discussion tabled.

g. Rekeying common doors
Discussion tabled.

h. Other items to be put on next month's agenda
Discussion tabled.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine; disability

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT at 9:08pm (Scheduled meeting 9/12/24 @ 6PM IN PERSON & via Zoom)

Prepared By: Julia Ambat (Scribe) 8/8/24



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, SEPTEMBER 12TH, 2024 (6PM) Meeting Room & via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:02 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large

Managers & Employees present:

Bob Bartlein of Bartlein
James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Andrew Sala #133
Bree Belyea #227
Catherine Levya #369
Annette Winter #260
Tami Jauchen #264
James Studarus #360
Bill Rauch #351

A motion was made by Craig to hold a supplemental board meeting on Thursday, September 26th at 6:00 PM. This was seconded by Colin and unanimously approved. James clarified that the meeting will be held both in person and via Zoom.

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Andrew Saleh #133: Tenant's vehicle towed on Aug.5 owing to an expired registration tag. The car was tagged with a warning sticker and a courtesy email notice was sent on June 26th. As requested by Andrew, a motion for \$3,400 reimbursement was made by Craig, seconded by Chris, and failed. Colin voted in favor; Joe, Chris, and Craig opposed.

Bree Belyea #227: Received notice for removing common area plants without approval. Clarified only trimming was done, expecting regrowth. Chris moved to take no action, seconded by Joe. Motion unanimously approved.

Cathy Leyva #269: Suggested time limits for agenda items with a timekeeper. Inquired about pedestrian pathway improvements; Colin explained for safety around blind corners.

Annette Winter #260: Asked about network extenders to improve cell reception. Colin recommended M cell.

Tami Jauchen #264: Requested an update on an agenda item and asked about HOA insurance deductible. To be discussed under old business 6i.

Chris Hall #351: Noted replacement clickers are sold below board cost. To be addressed in the next meeting.

3. APPROVAL OF PRIOR MEETING MINUTES (8/8/24)

a. Regular Session.

Chris moved a meeting to approve the regular session meeting minutes from August 8th. Colin seconded. This was unanimously approved.



- b. Executive Session Summary (payment plan, fine)
Chris moved a meeting to approve the executive session meeting minutes from August 8th. Craig seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES

- a. Reading of the Treasurer's Report.

Reserve expenditures last month: \$6.5K Painting of 7626 siding unrelated to insurance claim Operating Expenses are about 22+% below budget thru end of last month on cash basis Suggested Motion; Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Associations check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Assoc's budget or otherwise approved by the Board.

Chris and James reviewed the treasurer's report. Chris moved to accept the report as written, seconded by Joe. The motion was unanimously approved.

- b. Landscape recommendations & proposals – tree work & replacement; weed control
Tree plantings completed. Proposal for 100 yards of mulch at \$8,000 (including installation) presented. Craig moved to accept, seconded by Colin. Motion approved, Joe abstained.

Joe reported a new trespasser and noted the parking lot gate lock between 7606 and 7610 is ineffective.

The dump fee for this month was higher due to the improper dumping of large items.

- c. Committees (Grounds, EV, Architectural, Website, Solar, Events, etc.)
Nothing to report.
- d. Caretaker or pool report
Nothing to report.
- e. Vendor evaluations
Joe raised concerns about Big Green employees using personal vehicles and lacking uniforms, suggesting outsourcing. Craig noted incomplete services. Craig and Chris complimented Envirosaping for their work.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. 7626 rebuild & ins, claim: Rec'd \$457,742.38; Per Don, rebuild complete, final billing
Received new invoices today. Further discussion on new invoices will take place at the September 26th meeting.

Beachside Invoice: An invoice of \$15,394.71 was submitted for siding and trim work at 7626 not covered by the insurance claim. Joe moved to accept the invoice, seconded by Craig. The motion was unanimously approved.

- b. 7636 window replacement (259, 260, 359, 360); Int painting; Proposed change in policy - retrofit or insert style windows no longer permitted (proposed policy sent 8/21/24)

Wood repairs and window installations completed, total cost \$15,465.27. Joe moved to pay Don's invoice, seconded by Colin. Motion unanimously approved.

Craig moved to hold unit owners responsible for window and frame replacement costs, as per the CC&Rs. Joe seconded. Chris opposed, citing periodic maintenance needs for retrofit windows. Craig indicated that the problem was with both retrofit and original window frames that leaked. Motion failed, with Joe and Craig in favor, Chris and Colin opposed.

- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
Proposal for gutter cleaning and flushing at \$4,895 from Clearview presented. Chris moved to accept, seconded by Joe. Motion unanimously approved.



d. Updating the gov docs: Revised survey results

Discussion ensued on whether survey wording is suitable for an official amendment. Craig proposed using previously approved 2nd-draft Restated CC&R text for the amendment in the light of survey results, while James and Chris expected the same survey wording, pending attorney review. Chris moved to send survey results to lawyers, but the motion did not receive a second. Further discussion set for September 26th.

e. Towing vehicles & emailing notifications

Discussion tabled.

f. Power wash buildings delayed until dry rot is repaired

Discussion tabled.

g. Gas lines identification projects - installing tags on each line (Jim Dewey);

Discussion tabled.

h. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)

Discussion tabled.

i. Consolidated Overhead upgrades to gates, gym & pool access control

Discussion tabled.

j. Pool facilities & sauna; other related issues; handicap seating;

Discussion tabled.

k. Signs: Address, pathways, directional, speed limit, no trespassing, pool area

Discussion tabled.

l. EV charging stations

Discussion tabled.

m. Inspection of elevated walkways & balconies - by Focused Group

Discussion tabled.

n. Pedestrian pathway improvements mailbox kiosk across from 7632

Discussion tabled.

o. Fire safety - quote for radios / walkie-talkie; Air table.

Discussion tabled.

6. **NEW BUSINESS (Board to consider, review and possibly vote on...)**

a. #351 Front porch & staircase landing resurfacing & request for reimbursement

Addressed in the previous meeting. Work scheduled for November. Color: PSI Chocolate.

b. 7636 #360 three back windows

Owner James Studarus requested an inspection of the remaining retrofit windows. Craig noted inspections may cause damage, and inspecting only retrofit windows may not be helpful as both original and retrofit window frames were leaking. James requested better communication regarding window repairs, to which Craig acknowledged a potential oversight by Beachside.

c. Color of Tufflex for landings & balconies

Chris moved to make PSI Chocolate the official color. Joe seconded. Motion unanimously approved. Chris moved to make PSI Chocolate the official color. Joe seconded. Motion unanimously approved.

d. Towed vehicles - request reimbursement

Guest requested \$492 reimbursement for a towed vehicle. This was an unauthorized camper van, parked in an invalid parking space and blocking needed access to an authorized storage container. Craig moved to send a denial letter in response, seconded by Joe. Motion failed, with Craig and Joe in favor, Chris and Colin against. Chris moved to deny the reimbursement without sending the letter. Motion unanimously approved.



e. Corporate Transparency Act

New law requires corporations to provide personal board member information, including color driver's license photos, to the federal government. Board members must comply by January 1, 2024. Any change to any one Board member's license, or the addition of any new members, requires that ALL identification be resubmitted within 30 days. The fine for delay is \$591/day. The fine for noncompliance is \$10,000 and 2 years in jail.

f. Replacement of stair treads & brackets

Discussion tabled.

g. Rekeying common doors

Discussion tabled.

h. Other items to be put on next month's agenda (Draft of proposed budget)

Discussion tabled.

i. 364 insurance release

Board decided not to sign the current release due to indemnity concerns. Craig moved to request a new draft from the lawyer. Chris moved to authorize Craig to proceed with drafting. Motion unanimously approved.

Moved to executive session at 8:14pm.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT at 8:29pm (Scheduled meeting 10/10/24 @ 6PM IN PERSON & via Zoom)

Prepared By: Julia Ambat (Scribe) 8/8/24



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, SEPTEMBER 26TH, 2024 (6PM) Meeting Room & via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:04 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large

Managers & Employees present:

Bob Bartlein of Bartlein
James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Cathy Leyva #369
Bruce Trowbridge #364
Mark Umemoto #324

Lois Cunningham #246
Jim Dewey #339

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Leyva #369: Thanked the board for their time doing these voluntary positions and emphasized maintaining a respectful, professional atmosphere in meetings.

Bruce Trowbridge #364: to be discussed in executive session.

Chris Hall #351: Requested new agenda items be added at the end of meetings and asked to adhere to the 15-minute limit per agenda item.

3. APPROVAL OF PRIOR MEETING MINUTES (9/12/24)

a. Regular Session.

Chris moved a motion to table the approval of prior meetings until the October board meeting. Craig seconded. This was unanimously approved.

b. Executive Session Summary (payment plan, proposed fine)
Discussion tabled.

4. TREASURER, OFFICERS & COMMITTEES

a. Landscape recommendations & proposals – tree work & replacement; weed control
Nothing to report. .

b. Committees (Grounds, EV, Architectural, Website, Solar, Events, etc.)
Nothing to report.

c. Caretaker or pool report
Caretaker Jim Dewery requested approval to activate the new work order system, which has different access levels for owners and administrators. Jim will handle responses or delegate them to James or Joe. Chris moved to approve, contingent on Colin and Jim ensuring the website functions properly. Colin seconded. Motion unanimously approved. Target date: October 1st.



Current General Liability and Property Insurance is not being renewed. New policy premiums are expected to increase significantly. Final numbers will be available by mid-October and submitted with an updated budget.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

a. 7626 rebuild & ins. claim: Rec'd \$457,742.38; Per Don, rebuild complete, final billing rec'd \$88,656.90
The HOA received \$457,742.38, and the rebuild is complete. The final billing of \$88,656.90 was received. There is a cost overrun of \$18,194.06 beyond the insurance payout, and a request will be submitted for the additional funds.

Craig moved to approve the five remaining invoices from Beachside totaling \$88,656.90. Joe seconded. The motion was unanimously approved.

Colin moved to approve borrowing \$18,194.06 from the reserves to cover the overage. Joe seconded. The motion was unanimously approved.

b. Approval and/or ratification of proposals & invoices

A reimbursement request from Unit 229 was submitted for repair costs. Bob recommended submitting all invoices from Unit 229 to the insurance for review, but after the HOA's request for supplemental funds was resolved, and agreed the HOA could document which ones had been reimbursed already. Chris moved to adopt Bob's recommendation. Joe seconded. The motion was unanimously approved.

Joe moved to approve the payment of Affordable Paint's invoice for \$2,116.89. Colin seconded. The motion was unanimously approved.

Craig moved to approve payment of Enviroscaping's invoice for \$11,216. Chris seconded. The motion was unanimously approved, with Joe abstaining. Chris moved to transfer the funds for both invoices from reserves. Craig seconded. The motion was unanimously approved.

c. Updating the gov docs: Revised survey results; atty's input & ballot

In the light of the survey results and previous approved text for the 2nd-draft Restated CC&Rs, Craig's proposed amendment and changes to the governing documents were discussed, with a focus on gas line maintenance responsibility. Joe moved to resend the survey regarding gas line responsibility to get broader homeowner feedback. Chris seconded. The motion passed with Joe, Craig, and Chris in favor, and Colin opposed. The survey will be sent out by October 1st, with a deadline of October 31st.

The meeting adjourned to executive session at 7:53pm.

d. Corporate Transparency Act
Discussion tabled.

e. Release for insurance deductible #364; billing, deadline for payment
To be discussed under executive session.

f. Repairs: roof; dryrot; painting; gutter cleaning;
Discussion tabled.

g. 7636 window replacement (259, 260, 359, 360); Int painting; Proposed change in policy – retrofit or insert-style windows no longer permitted (proposed policy sent 8/21/24); notification of maintenance?
Discussion tabled.

h. Towing vehicles & emailing notifications
Discussion tabled.

i. Power wash buildings delayed until dry rot is repair
Discussion tabled.

j. Gas lines identification projects – installing tags on each line (Jim Dewey);
Discussion tabled.

k. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)



Discussion tabled.

l. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.

m. Pool facilities & sauna; other related issues; handicap seating;
Discussion tabled.

n. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.

o. EV charging stations
Discussion tabled.

p. Inspection of elevated walkways & balconies – by Focused Group
Discussion tabled.

q. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.

r. Fire safety – quote for radios / walkie-talkie; Air table.
Discussion tabled.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

a. Charges for gate clickers & access cards (currently \$40 & \$10, respectively)
Discussion tabled.

b. Replacement of stair treads & brackets
Discussion tabled.

c. Rekeying common doors
Discussion tabled.

d. Other items to be put on next month's agenda (Draft of proposed budget)
Discussion tabled.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT at 8:00pm (Scheduled meeting 10/10/24 @ 6PM IN PERSON & via Zoom)

Prepared By: Julia Ambat (Scribe) 9/27/24



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, OCTOBER 10TH, 2024 (6PM) Meeting Room & via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:01 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - Secretary

Managers & Employees present:

James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Cathy Leyva #369
Kimberly Ray #135
Tim Garfinkel #328
Mark Umemoto #324
Bruce Trowbridge #364

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Leyva #369: Raised concerns about the smoking areas, noting that people are bringing in their own furniture and suggesting a desire for more uniformity. She also mentioned erosion by unit #135, which Enviroscaping will address on Saturday.

3. APPROVAL OF PRIOR MEETING MINUTES (9/12/24 + 9/26/24)

a. Regular Session

Craig moved a motion to table the meeting minutes from 9/12 until the November meeting. Colin seconded. All were in favor except for Tamara who abstained. Craig moved a motion to table the meeting minutes from 9/26 until the November meeting. Joe seconded. All were in favor with Chris and Tamara abstaining.

b. Executive Session Summary (payment plan, fine)

Chris moved a motion to accept the 9/12 Executive minutes. Joe seconded. All were in favor except for Tamara who abstained. Colin moved a motion to accept the 9/26 Executive minutes. Joe seconded. All were in favor except for Tamara who abstained.

4. TREASURER, OFFICERS & COMMITTEES

a. Reading of the Treasurer's Report.

Money Market Balance \$132,648.69 + T-Bills \$2,564.456.75

Reserve expenditures last month: 7636 siding & windows + 7626 siding in back (non-insurance related)

Operating Expenses are about 25+% below budget thru end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Associations check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Assoc's budget or otherwise approved by the Board.

James read through the treasurer's report. Craig moved to accept the report as written, seconded by Colin. The motion was unanimously approved.

b. Landscape recommendations & proposals – tree work & replacement; weed control



Enviroscaping is working on 100 yards of mulch and has repaired sidewalks at 7626 due to a fallen tree. Concerns were raised about large eucalyptus trees near 7620, leading to a possible bid of \$18,000 from Mark Crane Tree Service for tree removal and topping if pre-approved. Chris moved to pre-approve the bid not to exceed the expected \$18,000, and Colin seconded. The motion was unanimously approved.

An Enviroscaping invoice for extra weeding labor totaling \$4,080 was presented. Craig moved to approve it, and Colin seconded. The motion passed with all in favor except for Joe, who abstained.

- c. Committees (Grounds, EV, Architectural, Website, Solar, Events, etc.)
Nothing to report.
- d. Caretaker or pool report
Nothing to report.
- e. Vendor evaluations
Nothing to report.

PRIORITY ITEMS NEED TO BE DISCUSSED / RESOLVED:

Old Business: 5 #a, b, c, d, e, f, g

New Business: 6 #a, b, c, d

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

a. 7626 rebuild & ins. claim: Rec'd \$457,742.38; Submitted for retainer / depreciation and supplemental disbursement from carrier

Final replacement costs that exceeded the insurance disbursement was \$21,813. Allowable recoverable depreciation of \$19,489 still remains. The board is awaiting the insurance company to release the total recoverable depreciation, plus the additional \$2,324 of actual replacement costs. James has submitted a request for this additional amount.

b. Updating the gov docs: Revised survey results

Discussion took place regarding an email to accompany the upcoming survey regarding gas line responsibility, which will be sent out shortly.

c. Window replacement; Proposed change in policy – retrofit or insert-style windows no longer permitted (proposed policy sent 8/21/24) formal approval

A proposed policy change regarding window replacements was introduced, prohibiting retrofit or insert-style windows. Craig moved to adopt this policy, and Joe seconded. The motion was unanimously approved.

d. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any); Colin moved to authorize a payment of \$5,100 to Enviroscaping for tree installation, seconded by Craig. The motion passed unanimously, with Joe abstaining. Joe, Don, and Craig identified additional repairs needed, and several PO's for these repairs have been issued already, with Don scheduling repairs for 2 more balconies based on the list of priority items provided.

e. Release for insurance for deductible #364

Unit #364 is still awaiting feedback from their insurance adjustor and legal department regarding the proposed deductible release the HOA provided of \$10,000 to the association.

f. Corporate Transparency Act

Colin provided his CDL information.

g. Towing vehicles & emailing notifications

The board decided to continue notifying owners via email as an additional courtesy when vehicles are tagged for towing, emphasizing that it's the vehicle owners' responsibility to monitor their vehicles and registration.

h. Power wash buildings delayed until dry rot is repair -list of repairs from Beachside

Chris moved to spot-wash specific areas needing cleaning, with Colin seconding. Craig amended the motion to allow Enviroscaping to power wash these areas, not to exceed \$3,000. The amendment was unanimously approved, and the



original motion passed unanimously, with Joe abstaining.

i. Gas lines identification projects – installing tags on each line (Jim Dewey);
Discussion tabled.

j. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.

k. Pool facilities & sauna; other related issues; handicap seating;
Discussion tabled.

l. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.

m. EV charging stations
Discussion tabled.

n. Inspection of elevated walkways & balconies – by Focused Group
Discussion tabled.

o. Pedestrian pathway improvements mailbox kiosk across from 7632

p. Fire safety – quote for radios / walkie-talkie; Air table.
Discussion tabled.

6. **NEW BUSINESS (Board to consider, review and possibly vote on...)**

a. #316 - request to replace windows & slider

Chris moved to approve the window and slider replacement for Unit #316, with the condition that if dry rot is found, the new window is installed without flashing, and the board is notified for dry rot repair. Tamara seconded, and the motion was unanimously approved.

b. Draft of proposed budget; fire/hazard insurance non-renewal; waiting for quote to incorporate in budget

Bartlein is seeking new insurance quotes. Farmers (traditional insurance) will consider the complex if all barbecues are removed. Joe moved to change the By-laws to prohibit barbecues in the complex. Tamara seconded. The votes were: Chris, Joe, and Tamara in favor; Colin and Craig against.

James provided the board with a very rough budget for review. As an estimate, it includes \$250,000 for insurance. To be reviewed at the October 24th, 6pm, special meeting.

c. Cleaning out storage room

Enviroscaping has cleaned out the storage room in 7610 building. Colin moved to remediate the mold in the storage room, and Tamara seconded. The motion was unanimously approved. Further work on the floors and sink replacement will come later.

d. Increasing charge for gate clickers & access cards (currently \$40 for clicker & \$10 for access card)

Chris moved to adjust the prices for gate clickers to \$60 and access cards to \$25. Colin seconded, and the motion was unanimously approved.

The board moved to executive session at 8:17pm.

e. Replacement of stair treads & brackets

Discussion tabled.

f. Rekeying common doors

Discussion tabled.

g. Other items to be put on next month's agenda

Discussion Tabled.

7. **EXECUTIVE SESSION**



If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT at 8:25pm (Scheduled meeting 11/14/24 @ 6PM IN PERSON & via Zoom)**

Prepared By: Julia Ambat (Scribe)



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, OCTOBER 24TH, 2024 (6PM) Meeting Room & via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:01 pm

**Board Members
present**

Craig Nicholson -
President
Joe Mora - Vice
President
Christine Hall - Treasurer
Colin Smith -
Member-at-Large
Absent - Tamara

**Managers &
Employees present:**

James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Cathy Leyva #369
Teresa Stiff #349

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Teresa: Teresa inquired about changes in insurance and tree liability. James explained the current volatility in the insurance market, noting widespread non-renewals across associations. She also asked about building leveling, and Craig confirmed her building was stabilized and the foundation strengthened, but not releveled.

Cathy: Cathy asked about the possibility of allowing electric grills in light of insurance inspections, with further discussion scheduled for 6b. She also inquired about porch regulations, and Joe clarified that landings, like balconies, are not to be used for storage, and three feet of clearance is required for emergency access.

Chris: Chris asked if the QR Code in the gym is being monitored. Colin agreed to follow up on this.

3. APPROVAL OF PRIOR MEETING MINUTES (9/12/24 + 9/26/24 + 10/10/24)

a. Regular Session

Craig moved to approve the minutes from 9/12. Joe seconded. This was unanimously approved. Craig moved to approve the minutes from 9/26. Colin seconded. This was unanimously approved. Craig moved to approve the minutes from 10/10. Colin seconded. This was unanimously approved with one minor deletion in verbiage.

b. Executive Session Summary (payment plan, fine)

Craig moved to approve the executive minutes from 10/10. Joe seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES

a. Reading of the Treasurer's Report.

Discussion tabled as this is the same as last meeting.

b. Landscape recommendations & proposals – tree work; Crane tree removal & topped @ 7620 (\$18k)
Crane tree removal was completed.

c. Committees (Grounds, EV, Architectural, Website, Solar, Events, etc.)
Nothing to report.

d. Caretaker or pool report



Nothing to report.

- e. Vendor evaluations
Nothing to report.

PRIORITY ITEMS NEED TO BE DISCUSSED / RESOLVED:

Old Business: 5 #a, b, c, d

New Business: 6 #a, b, c

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

a. 7626 rebuild & ins. claim: Rec'd \$457,742.38; Submitted on 10/17/24 for retainer / depreciation and supplemental disbursement from carrier

A separate insurance submission for unit 229 is pending, awaiting check from insurance for overage for association before submitting #229's request for additional reimbursement.

b. Updating the gov docs: Revised survey re gas lines sent 10/11/24

Revised gas line survey sent on 10/11/24 with 39 responses so far. Unit owners have until 10/31 to submit responses.

c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);

Gutter cleaning invoice of \$4,895: Colin moved to approve, seconded by Chris. Issues with scrap gutter storage and pool house cleaning led the board to vote against payment until resolved.

d. Clean out storage room at 7610

Renovations on hold pending mold test results.

e. Gas lines identification projects – installing tags on each line (Jim Dewey);

Discussion tabled.

f. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)

Drinking Fountain: Reported leak near pool found inconclusive. Colin moved to replace the fountain per recommendation by Beachside, seconded by Joe. Motion passed with Craig abstaining and all others voting in favor.

Insurance inspector noted baluster spacing is too wide on metal handrails. Joe moved to install additional mesh as a remedy, seconded by Craig. Discussion followed that noted some handrails are rusted and need replacing, but the mesh would resolve the safety issue, as agreed by the inspector. The votes were as follows: Joe, Chris, and Craig voted in favor; Colin voted against. The motion passed

g. Consolidated Overhead upgrades to gates, gym & pool access control

Discussion tabled.

h. Pool facilities & sauna; other related issues; handicap seating;

Discussion tabled.

i. Signs: Address, pathways, directional, speed limit, no trespassing, pool area

Discussion on updating several pool area signs. General agreement that the faded quad-sign on the left side of the pool house needed replacing. James will ask Tropical Pools to replace, as they normally handle this. To be revisited at a future meeting.

j. EV charging stations



Discussion tabled.

k. Inspection of elevated walkways & balconies – by Focused Group
Discussion tabled.

l. Fire safety – quote for radios / walkie-talkie; Air table.
Discussion tabled.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

a. Draft of proposed budget

Deadline to finalize the budget is the end of November. James reviewed the budget with the board, focusing on line items, especially insurance, as final numbers are pending. Craig requested revisions to the layout of budget items. Chris moved to adjust the budget layout by [allocating/ moving] interest income to revenues and moving income taxes to operating expenses. Colin seconded; Joe and Craig voted in favor, Colin opposed, and Chris abstained. The motion failed. Craig moved to update the estimated tax amount for 2025, but the motion did not receive a second.

b. Insurance – renewal date 11/15/24 , No BBQ's – sent 10/12/24

Joe and James conducted a walkthrough with the insurance inspector on 10/24, expecting feedback within a week or so. James recommended adopting the exact wording from Farmers' policy to ensure owner compliance. Colin moved to align the Board's policy with Farmers' terms verbatim, seconded by Joe. The motion was unanimously approved. James will update the board as soon as new information or quotes are available. The new wording will go out to members for the legally required one-month notice.

The board moved to executive session at 7:33pm.

c. Patio furniture for smoking areas
Discussion tabled.

d. Annual Meeting 1/9/25
Discussion tabled.

e. Replacement of stair treads & brackets
Discussion tabled.

f. Rekeying common doors
Discussion tabled.

g. Other items to be put on next month's agenda
Discussion tabled.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT at 7:39pm (Scheduled meeting 11/14/24 @ 6PM IN PERSON & via Zoom)

Prepared By: Julia Ambat (Scribe)



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, November 7th, 2024 (7:30PM) Meeting Room & via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 7:49

Board Members present

Managers & Employees present:

Homeowners present:

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - Secretary
(arrived at 7:57)

None

Cathy Leyva #369
Bill Rauch #351

2. NEW (EMERGENCY) BUSINESS)

- a. Emergency Actions for Building 7630 due to necessary gas line repair.

This emergency meeting was called because the gas company turned off gas to six units today; with two red tagged for replacement. Tonight, Craig moved to authorize Beachside and Enviroscaping to start repair work on a time and materials basis, Colin seconded. The motion passed with Joe abstaining.

- b. The Board will request that James email the Owners of 7630 knowing that during the repairs they will be without gas for three to five days and they will have 24 hours' notice of the shutoff. Start of repairs will be delayed owing to the holiday weekend and the inability to request a permit for repairs until Tuesday.

- c. Tamara arrived at 8:00 pm, after the vote was decided. The issue of the deadline for the Board to vote on accepting an insurance quote was raised and tabled until the next meeting

- d. Motion to adjourn made by Colin, the meeting adjourned at 8:10 pm.

6. ADJOURNMENT at 8:10pm (Scheduled meeting 11/14/24 @ 6PM IN PERSON & via Zoom)



**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS EMERGENCY MEETING MINUTES
WEDNESDAY, NOVEMBER 13TH, 2024 (12:00PM) via Zoom**

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 12:00pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - Secretary

Managers & Employees present:

James Nguyen, Bartlein
Julia Ambat (arrived at 12:16pm; left
at 12:52pm)

Homeowners present:

None

2. NEW (EMERGENCY) BUSINESS)

a. Choosing insurance policies for renewal

Craig expressed regret over the unintended termination of Cline Insurance's services and committed to resolving the issue. Craig had signed the BOR letter provided by Farmers.

The board reviewed multiple policies, focusing on coverage adequacy and exclusions. Farmers Insurance provided quotes with two different deductible amounts. Riley, a Farmers Representative, jumped on the Zoom and clarified the following: The \$66 million coverage option has no exclusions. An additional 50% coverage is available beyond the \$44 million policy if required, also without exclusions. Excluding TRIA (Terrorism Risk Insurance Act) would not impact policy discounts. Lack of sprinkler systems in the buildings does not affect the coverage.

James questioned why \$44 million was chosen over \$50 million. Riley explained that \$44 million was determined by the inspector's assessment of replacement costs, which includes an automatic 8% increase. Premiums are expected to rise 25-50% in the next two years due to recent claims, with rate stabilizing after three years.

Deadlines: Decision required by end of day. Check payment to Farmers due the following day (11/14/24). Should the association choose to cancel in the coming days, the only cost would be start up fees.

Chris moved a motion opting for the higher deductible to limit claims. This received no second. The motion failed.

Craig moved a motion to accept Farmers Property and Fire insurance policies. The terms are: \$50,000 deductible, reduced \$1 million dishonesty coverage, and excluding TRIA. This was seconded by Tamara. The votes were as follows: Craig, Joe, Chris, and Tamara voted in favor; Colin voted against. The motion passes.

Craig moved a motion to accept the excess umbrella insurance with Cline, seconded by Tamara. The motion passed unanimously.

Chris moved a motion to accept the workman's compensation policy with Farmers, seconded by Joe. The votes were as follows: Chris, Craig, Joe, and Colin voted in favor; Tamara voted against. The motion passes.

Craig moved a motion to accept the earthquake insurance policy through Cline with an added addendum to move to Farmers if Cline cannot provide coverage immediately due to the BOR letter issue. This was seconded by Tamara. The votes were as follows: Craig abstained; Colin and Tamara against; Joe and Chris voted in favor. An additional motion to accept the earthquake coverage with Cline was passed. This was unanimously approved with Colin absent.



Craig will send the BOR Letter and November 7th earthquake quote to Cline for binding.

- b. Estimating cost of insurance; draft 2025 budget for Thursday's meeting
The board discussed the fire insurance budget for next year, considering 2024 property damage and COL increase. The current proposed budget is \$250k.

Joe moved a motion to approve monthly installment payments for property and fire insurance to Farmers, seconded by Joe. This passed unanimously with Colin absent.

Earthquake insurance requires one lump-sum payment, necessitating a transfer in reserves. Craig moved a motion to transfer \$95k from the money market account, seconded by Joe. This passed unanimously with Colin absent.

Craig moved a motion to authorize James to transfer funds from the Money Market account as needed to cover initial premiums with Farms and Cline, seconded by Joe. This passed unanimously with Colin absent.

6. ADJOURNMENT at 1:27pm (Scheduled meeting 11/14/24 @ 6PM IN PERSON & via Zoom)



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, NOVEMBER 14TH, 2024 (6PM) Meeting Room & via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:07 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - Secretary

Managers & Employees present:

Bob Bartlein of Barletin
James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Ali and Jeremy Brieske #322
Cathy Leyva #369
Sebastian Galvan #342

**** DISCUSSION OF INSURANCE & DRAFT OF PROPOSED BUDGET ****

Bartlein's management services will conclude at the end of the year, with the option to move to a month-to-month basis for a reasonable amount of time should the association need additional time to find new management.

Craig moved to remove \$630,000 from the reserves in the proposed budget, as patio doors are not the HOA's responsibility. Joe seconded. Bob noted that a new reserve study will be conducted in 2025. The motion passed with Craig, Joe, and Chris in favor, and Colin and Tamara opposed.

Chris proposed adding a \$390,000 line item to cover gas line repairs over 40 years. Tamara seconded. The motion passed with Chris, Colin, and Tamara in favor, and Craig and Joe opposed.

Chris also moved to allocate \$5,000 to the cleaning budget for removing cobwebs from building exteriors. Colin seconded, but the motion failed, with only Chris in favor and Colin, Tamara, Joe, and Craig opposed.

Based on these adjustments, reserves are projected to be at 63% by the end of 2024, dropping to 44% in 2025, and reaching 61% within five years—assuming all allocated funds are spent, which is unlikely.

Chris then moved to approve the budget with the changes, setting HOA dues at \$620 starting January 2025. Colin seconded. The motion passed with Chris, Colin, Tamara, and Joe in favor, and Craig opposed.

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Ali and Jeremy Brieske #322: The new owners inquired about replacing their main front door. The board directed them to the website for guidance on the request process.

Chris Hall #351: Recently resurfaced her patio and offered to share information with any interested homeowners.

3. APPROVAL OF PRIOR MEETING MINUTES (10/24/24 & 11/7/24)

a. Regular Session

Joe moved a motion to approve the 10/24/24 meeting minutes. Craig seconded. This was unanimously approved with Tamara abstaining. Craig moved a motion to approve the 11/7/24 meeting minutes. Chris seconded. The votes were as follows: Chris, Colin, and Joe in favor; Tamara and Craig abstained. Joe moved a motion to approve the 11/13/24 meeting minutes. Colin seconded. This was unanimously approved.

b. Executive Session Summary (payment plan, fine)



Craig moved to approve the 10/24/24 executive session meeting minutes. Colin seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES

a. Reading of the Treasurer's Report.

Reading of the Treasurer's Report. See attached Financial Summary & Balance Sheet

Operating Expenses are about 27+% below budget thru end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Assoc's budget or otherwise approved by the Board. Last month payroll: Pool - \$814.80 (YTD \$7,170.24); Caretaker: \$2,122.40 (YTD \$8,554.00); Scribe: \$1,445.64 (YTD \$9,605.89)

James read through the treasury report. Craig moved a motion to accept the treasurer's report with the motion as written above. Colin seconded. This was unanimously approved.

b. Landscape recommendations & proposals – tree work

Enviroscaping completed 100 yards of mulch at a cost of \$8,000. Chris moved to approve the payment to Enviroscaping. Colin seconded. The motion was approved unanimously, with Joe abstaining.

Enviroscaping also installed pylons on the hillside for embankment, planted native plants, and added irrigation for \$8,155.26. Colin moved to approve payment for the invoice. Craig seconded. The motion was unanimously approved, with Joe abstaining.

Craig moved a motion to allow James to transfer \$16,155.26 from the reserve to pay both enviroscaping invoices. Colin seconded, and the motion was unanimously approved, with Joe abstaining.

Mark Crane provided a rough estimate of \$15,000 for removing two trees near 7640 and trimming back the eucalyptus trees near the 7628 bike parking area. Colin moved to approve the proposal upon receipt of an official estimate. Chris seconded, and the motion was unanimously approved.

c. Committees (Grounds, EV, Architectural, Website, Solar, Events, etc.)

Nothing to report.

d. Caretaker or pool report

Nothing to report.

e. Vendor evaluations

Craig noted the excellent work completed by Mark Crane Tree Services during a previous tree removal project.

Chris commended Enviroscaping for their outstanding work on the recent mulch application.

Chris observed a worker from Big Green performing well and reminded him to use his hazard lights when parking in the driveway.

PRIORITY ITEMS NEED TO BE DISCUSSED / RESOLVED:

Old Business: 5 #a, b, c, d

New Business: 6 #a, b, c



5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

a. Insurance renewal date 11/15/24: Fire &; Hazard &; other liabilities; earthquake; No BBQ policy sent 10/25/25

First installment payment of \$9,112.37 payment for the insurance renewal was delivered to Farmers today, with \$110,000 transferred from the money market to cover the cost and earthquake premium.

The revised no-BBQ policy was sent out on October 25th. Official adoption is scheduled for the next board meeting (December 12th), with further discussion on creating a public BBQ area planned as well.

b. 7626 - ins. claim: Rec'd \$457,742.38; Submitted on 10/17/24 for retainer / depreciation and supplemental disbursement from carrier; Owner #229 claim

A submission for additional funds from insurance was made on October 17th for the allowable recoverable depreciation (~\$19,500) and a \$2,300 overage. The insurance adjuster agreed to cover the recoverable depreciation but not the overage. Colin moved to settle the remaining amount of about \$2,3000. Joe seconded. The motion was unanimously approved.

A separate claim for Unit 229 has been submitted, pending the insurance adjuster's decision.

c. Updating the gov docs: Revised survey re gas lines sent 10/11/24

45 responses were received regarding gas line responsibility, with 70% voting in favor of HOA responsibility. Chris moved to instruct James to work with attorneys to draft an amendment to the CC&Rs reflecting the survey results. Tamara seconded. The votes were as follows: Colin, Chris, Joe, and Tamara voted in favor; Craig voted against. The motion passed.

d. Insurance claim re: former owner #264 (Jauchen)

Additional costs related to the Unit 264 claim for the water leak have been submitted to the insurance company. Awaiting a response.

e. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any):

Discussion tabled.

f. Clean out storage room at 7610; remediation needed

Discussion tabled.

g. Gas lines identification projects - installing tags on each line (Jim Dewey);

Discussion tabled.

h. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)

Discussion tabled.

i. Consolidated Overhead upgrades to gates, gym & pool access control

Discussion tabled.

j. Pool facilities & sauna; other related issues; handicap seating;

Discussion tabled.

k. Signs: Address, pathways, directional, speed limit, no trespassing, pool area

Discussion tabled.

l. EV charging stations

Discussion tabled.

m. Inspection of elevated walkways & balconies – by Focused Group

Discussion tabled.



n. Fire safety – quote for radios / walkie-talkie; Air table.
Discussion tabled.

6. **NEW BUSINESS (Board to consider, review and possibly vote on...)**

a. Gas leak at 7630 (339 & 342 red tagged by Gas Co. – replacing all gas lines – request by #342 for one month HOA fee

Unit 342 requested a one-month HOA waiver due to a 5-day gas shutoff. Joe moved to deny the request, seconded by Chris. The motion was unanimously approved.

Replacement of gas lines at 7630 will begin soon, with gas being shut off for four units at a time. Waiting for the city to issue a permit. Units #339 and #342 temporarily restored.

b. Patio furniture for smoking areas
Discussion tabled.

c. Annual Meeting 1/9/25 (Chris' & Joe's terms are expiring); location
Chris moved a motion to use the Goleta Valley Library, pending availability. Colin seconded. This was unanimously approved. Chris will look into this for the board.

d. Replacement of stair treads & brackets
Discussion tabled.

e. Rekeying common doors
Discussion tabled.

f. Other items to be put on next month's agenda
Discussion tabled.

7. **EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT at 7:55pm (Scheduled meeting 12/12/24 @ 6PM IN PERSON & via Zoom)**

Prepared By: Julia Ambat (Scribe)



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 5, 2024 (6PM) Meeting Room & via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:01 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - Secretary

Managers & Employees present:

James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Tom Doty #219
Jim Stretchberry #122
Greg Barnett #251
Cathy Leyva #369

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Tom Doty: Inquired about why Bartlein Management is leaving. James gave an explanation.

Jim Stretchberry: Expressed concerns regarding the change in management and requested a detailed explanation from the Board, emphasizing their responsibility to provide clarity to owners. Jim asked for his frustration with the Board to be recorded in the minutes.

Greg Barnett: Asked about the process for selecting new management and shared concerns similar to other owners regarding Bartlein's departure. Craig informed him that the Board has received five proposals, expects another one soon, and some of the selection criteria the board was using. Greg also asked about the transition process, and James assured him that Bartlein would assist in ensuring a smooth handover and remain until the new company assumes responsibilities in January. Greg raised concerns about the logistics of the January 1st payment, which the Board acknowledged but could not confirm at this time.

Cathy Leyva: Also raised concerns about the January payment process. Cathy thanked Bartlein for their service and shared her view that the meetings have become uncomfortable due to disrespectful behavior. She urged the Board to foster a more respectful and productive environment. Cathy expressed appreciation for the Board's efforts but encouraged critical reflection on how meetings are conducted.

Julia Ambat: Echoed Cathy's sentiments, emphasizing the need for respectful conduct during meetings.

3. NEW BUSINESS (Board to consider, review and possibly vote on...)

a. Management Services

The Board evaluated management proposals based on several key categories, including financials, data management, banking and ACH capabilities, onsite oversight, and vendors. Due to the confidential nature of the proposals and the specific details provided by the management companies, these discussions were held in executive session. The Board is aiming to finalize its decision in the coming weeks to ensure a smooth and timely transition for all members.

James outlined the typical transitions process:

- Once a management company is selected, Bartlein will notify owners of the change and provide contact information for the new management.
- The new management company will distribute documents necessary to set up ACH payments and other administrative details.
- Bartlein will supply the new management company with owner and tenant contact information.
- At the end of the month, once Bartlein closes the books, they will transfer a minimum of six months of payment history, governing documents, and budgets to the new management company.



- For payments inadvertently sent to Bartlein after the transition, Bartlein will forward these to the new management company

The board reiterated its commitment to making the transition as seamless as possible for all members.

4. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

6. ADJOURNMENT at 8:46pm (Scheduled meeting 12/12/24 @ 6PM IN PERSON & via Zoom)

Prepared By: Julia Ambat (Scribe)



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, DECEMBER 12TH, 2024 (6PM) Meeting Room & via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:02 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - Secretary

Managers & Employees present:

James Nguyen of Bartlein
Julia Ambat, Scribe

Homeowners present:

Kimberly Ray #135
Bill Rauch #351
Erika Herrera #209
Cathy Leyva #369

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Kimberly Ray: Kimberly inquired about replacing her front door and stated that Don from Beachside inspected it and confirmed the door frame has wood rot. As with windows and window frames, the owner is responsible for the repair and replacement of the door and frame. Kimberly also asked the Board to consider installing an awning for her front door since it is exposed. The association suggested a screen door and encouraged her to provide a design proposal for the Board's review.

Bill Rauch: to be discussed under agenda item 5b.

Erika Herrera: Erika had several questions regarding the budget and reserve study, which were explained.

Cathy Leyva #369: Personally thanked James for his hard work and contributions to the association.

Tamara on behalf of unit owner Danny #254: Danny reported concerns regarding water issues near his unit. A roofing company had been previously approved to install small gutters to redirect water away from his patio, but the work has not been completed. James will address this. Danny also reported that the gym doors are frequently left open. The Board discussed installing spring-loaded doors to resolve the issue. Danny also noted that the 35-lb weight plates are missing.

APPROVAL OF PRIOR MEETING MINUTES (11/7, 11/13, 11/14/ 12/5)

a. Regular Session

Joe moved a motion to approve the 11/7 meeting minutes. Colin seconded. This was unanimously approved.
Joe moved a motion to approve the 11/13 meeting minutes. Colin seconded. This was unanimously approved.
Joe moved a motion to approve the 11/14 meeting minutes. Craig seconded. This was unanimously approved.
Joe moved a motion to approve the 12/5 meeting minutes. Colin seconded. This was unanimously approved.

b. Executive Session Summary (11/14 - Fine to be paid; 12/5 - new management)

Joe moved a motion to approve the 11/14 executive meeting minutes. Craig seconded. This was unanimously approved. The 12/5 executive session minutes were tabled.

4. TREASURER, OFFICERS & COMMITTEES

a. Reading of the Treasurer's Report.

Reading of the Treasurer's Report. See attached Financial Summary & Balance Sheet
Operating Expenses are about 16+% below budget thru end of last month on cash basis



Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Assoc's budget or otherwise approved by the Board. Last month payroll: Pool - \$1,792.56 (YTD \$8,289.26); Caretaker: \$1,532.72 (YTD \$8,409.72); Scribe: \$1,918.91 (YTD \$10,855.50)

James read through the Treasurer's Report. During the discussion, Chris inquired about a \$600 charge from the accountant, which involved a phone call from the Board President to clarify various discrepancies.

Joe moved to approve the Treasurer's Report, including the suggested motion, and Colin seconded. The motion passed unanimously.

Joe moved a motion to transfer \$3,570 from reserves to reimburse #351 for recoating their front landing deck. Tamara seconded. This was unanimously approved with Chris abstaining.

James also confirmed that Farmers is allowing the association to make installment payments.

b. Landscape recommendations & proposals – tree work

The concrete pouring at 7632 is complete. Maintenance has been done outside the railroad gate, and two drain lines from Ellwood School were repaired to prepare for the rain. New lines now direct water to the creek to prevent erosion, and the work was finished today.

All removal and trimming of trees discussed at last month's board meeting have been completed. Craig moved a motion to approve the invoice from Mark Crane Tree Services for \$15,000 for the tree removal and trimming. Joe seconded. This was unanimously approved.

c. Committees (Grounds, EV, Architectural, Website, Solar, Events, etc.)

Nothing to report.

d. Caretaker or pool report

Nothing to report.

e. Vendor evaluations

Big Green: Joe raised concerns about the cleaning of a trash enclosure near 7610, including a long-neglected banana peel. Joe also reported an incident where a Big Green employee rudely interrupted a meeting. Craig also mentioned Big Green is back to not properly stocking dispensers and providing complete service at the pool. Tamara suggested conducting a vendor review for Big Green and considering a return to the previous vendor. This will be discussed at the February board meeting.

Beachside: The Board commended Beachside for scheduling gas line replacements at 7630 to minimize the time owners were without gas service.

PRIORITY ITEMS NEED TO BE DISCUSSED / RESOLVED:

Old Business: 5 #a, b, c, d, e, f, g, h

New Business: 6 #a, b, c

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

a. 7630 Gas lines replacement

The city will conduct testing next Tuesday or Wednesday. Gas service will be shut off from 8:00am to 4:00pm until city approval is granted. Once approved, Beachside will handle relighting for all units.

b. #351 - reimbursement for deck resurfacing



Joe moved a motion to approve the reimbursement for #351's front landing resurfacing. Colin seconded. This was unanimously approved with Chris abstaining.

c. Insurance related: Revised No BBQ policy sent 10/25/25; need to officially approve

After completing the public review period, the revised policy to ban the use of open-flame barbecues and heaters can now be adopted. Chris moved to officially approve the policy. Craig seconded. Tamara clarified that barbecues must be located at least 10 feet away from any structure, not just overhangs. The motion was unanimously approved. Colin volunteered to update the Grove Rules on our website to reflect the new policy.

d. 7626-ins. claim: Rec'd \$457,742.38; Submitted on 10/17/24 for retainer / depreciation and supplemental disbursement from carrier; Owner #229 claim

James secured a promise for the supplemental funds related to allowed recoverable depreciation, but not the overage. The carrier also denied owner #229's claim for further supplemental reimbursement. James has informed the owner.

e. Updating the gov docs: Requested amendment; Received draft #3 of complete restated CC&Rs from atty
The draft received was not the amendment requested. Craig stated he thinks elements of this new CC&R do not align with the Board's desired changes. Additional updates to the full CC&Rs were believed to reflect changes in the civil code since the last revision. Colin moved to table the discussion. Chris seconded. The motion was unanimously approved.

f. Storage room at 7610: remediation needed

Joe moved to accept the \$5,245.32 proposal from Blu Sky for mold remediation in the storage room at 7610. Tamara seconded and Chris asked for confirmation that the proposal includes all necessary preparatory work. Joe confirmed it does. The votes were as follows: Joe, Craig, Colin, and Tamara in favor; Chris abstained. The motion passes.

g. Annual Meeting 1/9/25 at 6PM at GVCC (Chris' & Joe's terms are expiring) - send notice

The annual meeting will take place in Room 6 at GVCC. Tamara volunteered to create a Zoom link for the Board meeting.

h. Ins claim re: former owner #264 (Jauchen)

Discussion tabled.

i. Repairs: roof; dryrot; painting; gutter cleaning: approval and/or ratification of proposals & invoices (if any);

Craig made a motion to ratify \$99,337.78 for insurance coverage. Colin seconded. This was unanimously approved.

j. Gas lines identification projects - installing tags on each line (Jim Dewey);

Discussion tabled.

k. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)

Discussion tabled.

l. Consolidated Overhead upgrades to gates, gym & pool access control

Discussion tabled.

m. Pool facilities & sauna; other related issues; handicap seating;

Discussion tabled.

n. Signs: Address, pathways, directional, speed limit, no trespassing, pool area

Discussion tabled.

o. EV charging stations

Discussion tabled.

p. Inspection of elevated walkways & balconies - by Focused Group

Discussion tabled.



q. Fire safety-quote for radios / walkie-talkie; Air table.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

a. Annual audit / review & Tax Returns by CPA

Joe moved a motion to approve the annual audit. Tamara seconded. This was unanimously approved.

b. Patio furniture for smoking areas

Discussion tabled.

c. Central BBQ area

Discussion tabled.

d. Carport roofs full of debris

Craig moved to approve the removal of excess debris from the carport roofs near 7620, where trees were recently removed. Colin seconded the motion, and it was unanimously approved with Joe abstaining.

The board moved to executive session at 7:16pm.

e. Replacement of stair treads & brackets

Discussion tabled.

f. Rekeying common doors

Discussion tabled.

g. Other items to be put on next month's agenda

Discussion tabled.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT at 7:36pm (Scheduled meeting 1/9/2025 @ 6PM IN PERSON @ GVCC & via Zoom)

Prepared By: Julia Ambat (Scribe)



**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
MONDAY, DECEMBER 16TH, 2024 (4PM)
7610 Hollister Boardroom**

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 4:00 pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - Secretary

**Managers & Employees
present:**

Julia Ambat, Scribe

Homeowners present:

Cathy Leyva #369
Sharon Miller #263
Commodore Dixon #129 & #303

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Leyva: Expressed concern about the upcoming change in management. She emphasized the importance of finding a trustworthy company with a strong reputation to fill the role.

Sharon: Agreed with Cathy's concerns.

Commodore: Requested an update regarding the situation. The Board provided details on the management change.

3. NEW BUSINESS (Board to consider, review and possibly vote on...)

a. Management Services

The Board interviewed six companies and received five proposals, thoroughly exploring options for management companies capable of handling the association's larger size. Craig provided an update on the selection process and outlined the next steps. During this meeting, the Board interviewed Ferguson Management Group in executive session.

Tamara moved to allow owners in attendance a limited time to ask questions of Ferguson Management. Colin seconded. The votes were as follows: Colin, Tamara, and Chris voted in favor; Craig and Joe voted against. The motion passed. No questions were asked.

Craig moved to enter executive session. Colin seconded. The motion was unanimously approved, and the Board moved to executive session at 4:10pm.

4. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); Interview / Contract

6. ADJOURNMENT at 5:26pm

Prepared By: Julia Ambat (Scribe)



**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
FRIDAY, DECEMBER 20TH, 2024 (3:30PM)**

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 3:30pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - Secretary

**Managers & Employees
present:**

Julia Ambat, Scribe

Homeowners present:

Jim Stretchberry #122
Cathy Leyva #369

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

The purpose of this meeting was to interview Management Trust.

Jim Stretchberry: Expressed concerns about this management company, citing prior issues with vendor payments and relations. Devin from The Management Trust explained that payments are typically processed within 7-10 days. She clarified the primary contacts for the association live in Lompoc. Devin confirmed the company manages associations in Santa Barbara and offered to provide a package of community-based reviews.

Cathy Leyva: Asked about the reliability of The Management Trust compared to previous management. Devin stated The Management Trust has been in business for 31 years, with its current structure established in 2006, and manages 245 associations on the Central Coast, ranging from 6 to 1,000 units.

3. NEW BUSINESS (Board to consider, review and possibly vote on...)

a. Management Services

The representatives from The Management Trust introduced themselves. Devin Langley, overseeing the HOA department at The Management Trust, has 18 years of experience and holds several certifications. Reanne Ladwig, the regional manager for Santa Barbara and Lompoc, resides in Lompoc and has been with the company for 16 years. Marissa De Luna, a community manager with The Management Trust for a year and a half, currently oversees nine associations and would serve as the primary contact for the association. She lives in Lompoc and has been with The Management Trust for a year and a half.

Following introductions, the board entered an executive session at 3:45pm to discuss the specifics of the proposal which could not be addressed in public session due to confidentiality requirements for proposals. Tamara moved to enter into executive session, seconded by Colin, and the motion was unanimously approved.

4. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); Interview / Contract

Joe moved a motion to adjourn. Colin seconded. This was unanimously approved.

ADJOURNMENT at 5:15pm

Prepared By: Julia Ambat (Scribe)



**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
MONDAY, DECEMBER 23RD AT 12:00PM**

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 12:01pm

Board Members present

**Managers & Employees
present:**

Homeowners present:

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Colin Smith - Member-at-Large
Tamara Simmons - Secretary

Julia Ambat, Scribe

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

3. NEW BUSINESS (Board to consider, review and possibly vote on...)

a. Management Services

This meeting was called solely to decide new management. Because the proposals require confidentiality, they moved to executive session.

The discussion led to the board deciding to move forward with as the new management company for Eucalyptus Grove.

4. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); Interview / Contract

ADJOURNMENT at 12:16pm

Prepared By: Julia Ambat (Scribe)

